DURANGO

# SBA accounts payable

## REFERENCE MANUAL

DURANGO

# SBA accounts payable

## REFERENCE MANUAL

All information and specifications in this manual are current at the time of printing. However, because of Durango's policy of continual product improvement, we reserve the right to make changes at any time without notice.

**PROPRIETARY RIGHTS NOTICE**

All rights reserved. This material contains proprietary information of Durango Systems Incorporated of Cupertino, CA., U.S.A., or licensor, embodying confidential information, ideas and expressions, no part of which may be reproduced or transmitted in any form or by any means, electronic, mechanical, or otherwise, without permission of Durango Systems Incorporated.

Copyright © 1979, Durango Systems Incorporated. All Rights Reserved.

DURANGO is a trademark
of Durango Systems Incorporated

***100329-001 Rev. B*** Printed in U.S.A. ***9/28/79***

**Accounts Payable Reference Manual (100329-001) Change History**

| Manual Revision | Software Supported Release/Version | ECO | Date | Description of Changes |
|---|---|---|---|---|
| A | 1.1 | 161 | 5/31/79 | Production Release |
| B | 1.3 | 110 | 9/28/79 | Updates procedures for Release 1 Version 3 (including Auxiliary Disk Drive) |

DURANGO

September 28, 1979

This package is the revision B update kit for the Durango SBA series Accounts Payable Reference Manual. It updates the Manual to include procedures for auxiliary disk drive, various software problem reports (SPRs), and Release 1, Version 3 enhancements.

Please replace the following pages in your manual with the respective pages enclosed:

Title Page

Section II
- Table of Contents
- Pages 3 - 8
  13 - 20
  25 - 26
  29 - 44
  49 - 50
  55 - 62
  67 - 80
  91 - 92

Section III
- All

Section VI
- Pages 1 - 20

# A C C O U N T S  P A Y A B L E

# R E F E R E N C E  M A N U A L

CONTENTS


I INTRODUCTION

II USER GUIDE

III SYSTEM NOTES

IV SYSTEM LOGIC

V SYMBOL TABLES

VI FILE DEFINITIONS

VII VIDEO DISPLAYS

VIII REPORT FORMATS

# SECTION 1
# INTRODUCTION

# SECTION I

# ACCOUNTS PAYABLE

# REFERENCE MANUAL

## INTRODUCTION

The Small Business Applications System (SBA) provided by Durango Systems Incorporated consists of five independent packages. These packages are designed to ensure the ease, convenience, and accuracy of financial record-keeping for typical small businesses. These packages include:

- Accounts Receivable
- Invoicing with Sales Analysis and Inventory Control
- Accounts Payable
- Payroll
- General Ledger

All sets of application programs (except Invoicing) can be installed for a customer independent of the other available packages. (Invoicing must be preceded by, and can only be used with, Accounts Receivable.) Thus, an integrated accounting system can be installed in phases, at a pace dictated by customer requirements and capacity for conversion of the company's existing system.

In general, the applications packages include such flexibility that they should handle most existing accounting methods without change - without being customized. However, programmers' documentation is available in this manual, for use at the dealer's discretion. This documentation includes the installation instructions, a User Guide, program flow charts, symbol tables, screen and report layouts, and programming standards.

Customers who want to design their own programs on the Durango F-85 can purchase the D-BASIC Reference Manual. The following table is a guide to the location of various types of information for programmers.

Guide to Documentation for D-BASIC Programming

| | |
|---|---|
| 1. Installing and operating the F-85 | F-85 Operator's Manual |
| 2. Sizing requirements for the applications software (also formatting diskettes and copying system diskettes) | Accounts Payable Manual "Section III" |
| 3. List of program modules in the Accounts Payable Software Package | Accounts Payable Manual "Section III" |
| 4. Utilities available on the Operating System Diskette | D-BASIC Reference Manual |
| 5. Operating EDIT, FLS, FORMAT, COPYD, COPYC, AUTOSTART, LGO, AND FPRINT Utilities | D-BASIC Reference Manual |

| | |
|---|---|
| 6. Error Code Tables | D-BASIC Reference Manual "Appendix" |
| 7. Line number conventions for applications | Accounts Payable Manual "Section III" |
| 8. Disk space requirements for applications | Accounts Payable Manual "Section III" |
| 9. Flow diagrams of system logic in applications packages | Accounts Payable Manual "Section IV" |
| 10. Symbol tables for applications | Accounts Payable Manual "Section V" |
| 11. File definitions for applications | Accounts Payable Manual "Section VI" |
| 12. Report formats and video displays in applications packages | Accounts Payable Manual "Section VII" and "Section VIII" |

Each section of the Accounts Payable Reference Manual begins with its own Table of Contents. In each section, page numbers start with "1".

Section II, the User's Guide, is designed specifically for operators using the applications programs. It answers questions that new users are likely to have, and contains a brief description of each prompt that appears on the video screen. The sequence of the User Guide parallels the sequence of procedures as they are listed on the Master Menu. Each procedure description contains a short explanation of what the program does, an outline of what the operator does in response to each prompt, the prerequisites for the program, and any required subsequent operations.

After receiving a User Guide to accompany the Accounts Payable software, the operator does not need documentation from the Reference Manual. (Prior to using the software, of course, an operator should study the F-85 Operator's Manual.) The exception is the procedure for formatting diskettes. If the customer does not receive formatted diskettes, the customer needs a copy of the first two pages in Section 3, "System Notes."

Guide to the Durango F-85 for Operators of Applications Programs

| | |
|---|---|
| 1. Unpacking the Computer, turning it on, handling diskettes, inserting forms, adjusting screen | F-85 Operator's Manual "Installation Procedures" |
| 2. Definition of Terms used in Manuals and User Guide | User Guide "Glossary" |

| | |
|---|---|
| 3. Copying Data Diskettes | User Guide<br>"Backup Diskette" Procedure |
| 4. Using the keyboard | User Guide<br>"General Data Entry Rules" |
| 5. Instructions (entering accounting records, printing out reports) | User Guide<br>"Operator's Instructions" |

A unique feature of these software systems and documentation is that personnel can begin training right away, because the procedure for setting up and converting from the previous manual system is exactly like the procedure for daily use. Thus, during conversion, operators become familiar with system functions, and they will be efficient system users by the time conversion is completed.

The combination of complete programming documentation, access, extensive editing, audit trails, and close control of operator actions makes the Small Business Applications System an important business management tool for a wide range of small businesses as they grow. The capacity of the system will expand as the business prospers, eliminating obsolescence while continuing to produce the business reports and special management reports critical to all active enterprises.

# SECTION 2
# OPERATOR INSTRUCTIONS

# SECTION II

# OPERATOR INSTRUCTIONS

# ACCOUNTS PAYABLE

CONTENTS


**FOREWORD** . . . . . 1

**INTRODUCTION** . . . . . 3

**OPERATOR INSTRUCTIONS** . . . . . 9

GENERAL DATA ENTRY RULES . . . . . 9

MASTER MENU . . . . . 13

1. A/P Distribution File Maintenance . . . . . 15

   Add New Accounts . . . . . 15

   Change/Inquire Accounts . . . . . 16

   Delete Accounts . . . . . 16

   Print Out Accounts . . . . . 16

2. Vendor File Maintenance . . . . . 17

   Add New Vendors . . . . . 18

   Change/Inquire Vendors . . . . . 21

   Delete Vendors . . . . . 22

   Print Out Vendors . . . . . 23

   Print Alphabetical List . . . . . 24

3. New A/P Transaction Entry . . . . . 25

   Add New Transactions . . . . . 28

   Change/Inquire Transactions . . . . . 33

   Delete Transaction . . . . . 34

   Print Transaction Edit List . . . . . 35

   Post Transactions to A/P Open File . . . . . 36

4. Print A/P Aging Report ..... 37

5. CRT Account Inquiry ..... 39

6. A/P Open Adjustment ..... 40

7. Print Cash Requirements Report ..... 43

8. Payment Preparation and Check Printing ..... 45

Clear all Previous Selections ..... 46

Generalized Payment Selection ..... 47

Select Vouchers for Payment ..... 49

Defer Vouchers from Payments ..... 50

Print Pre-Check Writing Report ..... 51

Print Checks ..... 52

Print Register and Post ..... 55

9. Print G/L Distribution Report ..... 56

10. Print Vendor Analysis ..... 58

11. Clear Y-T-D Vendor Totals ..... 59

12. Reconcile Checks ..... 60

13. Job File Maintenance ..... 63

Add New Jobs ..... 64

Change/Inquire Jobs ..... 64

Deletes Jobs ..... 64

Print Out Jobs ..... 65

14. Print Job Distribution Report ..... 66

15. Backup A/P Data Diskette(s) ..... 67

16. Initialize A/P System ..... 69

Estimate Data Requirements and Allocate Files ..... 71

Add/Change Company Name File ..... 74

Select Print Font Size ..... 74a

Print Installation Report ..... 74b

Initialize Accounts Payable Control File ..... 75

GLOSSARY . . . . . 81

**APPENDIX** . . . . . 87

APPENDIX I: Special Uses of Accounts Payable . . . . . 89

APPENDIX II: Forms . . . . . 95

DURANGO

# FOREWORD

The Durango Small Business Application (SBA) family of application packages provides comprehensive functions designed to satisfy the needs of typical small businesses. These packages are provided on a turnkey basis and require only that your specific data be installed. Especially easy to use, the various business functions are selected from a menu displayed on the video screen. Once a function is selected the screen then prompts the operator through the data entry, posting and report selection phases.

This manual is designed to provide you with a detailed guide in the installation and day-to-day operation of this SBA package. The only additional documentation you will need is the F-85 Operator's Manual.

A general overview is provided in the Introduction to help familiarize you with this package's capabilities and features. The General Data Entry Rules provide a brief tutorial on the more general aspects of operating the system while the Operator Instructions detail the specific installation and operation procedures. A glossary of terms used throughout this guide is furnished at the back of the Operator Instructions.

Samples of the printed forms required by this package are provided in the Appendix.

# OPERATOR INSTRUCTIONS

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79



---

The Accounts Payable software package is easy and convenient to use in your Accounting Department either by itself, or with the other Small Business System packages available from Durango: Accounts Receivable, Payroll, Invoicing (with inventory control and sales analysis), and General Ledger. Accounts Payable generates all necessary accounting data for processing checks, updating the general ledger, maintaining and updating vendor records, accumulating jobbing information, and providing breakdowns where there is more than one profit center. The procedure which the operator follows to enter data on diskette is very much like that for entering records daily into ledgers by hand, but with practice, tends to be much faster. Reports are totaled automatically and accurately with clean printed copy provided by your Durango F-85. The capabilities of the Accounts Payable programs include:

1. Dispersions to general ledger accounts: Allows for subsidiaries and profit centers. These general ledger accounts are continually referred to by the program and verified when new payables are entered, to ensure accuracy and reduce operator error.

2. Vendor files: Maintains all necessary vendor information including name, address, terms and discount information, and vendor activity.

3. New Accounts Payable entry: Handles multiple A/P accounts and profit centers; automatically assigns voucher number; contains due dates and terms information; allows entry of invoices, credit memos, debit memos, adjustments to distribution, and voided checks (for audit trail); provides for cash payments, pre-payment and partial payments; enables manual distribution by general ledger account, profit center and job; and generates voucher register.

4. Check preparation information: Allows individual selection of vouchers to be paid or generalized selection based upon three classes of vouchers: past due, current and optional; provides the option of full or partial payments; enables selection of vouchers to be temporarily or permanently deferred; and reports cash required to pay selected vouchers.

5. Check printing: Automatically prints checks for all selected vouchers within designated vendors. Allows for multiple cash and discount accounts. Generates complete check register for both computer written and prepaid checks.

6. Check reconciliation: As checks are paid by the bank, these can be marked paid in the computer records and reconciled with the bank statement.

7. Generates reports for accounting and internal use:

* General Ledger Distribution Report: Contains the exact entries needed for the general ledger for a specified period. This report may be generated at any time. Report may be detailed or in summary. When printed in detail, all information is broken down by voucher.

* Accounts Payable Period Summary: Summary of all activity in the general ledger accounts for a specified period. Shows new payables entered, checks written, and discounts and Accounts Payable paid. May be used for verification with voucher and check registers and balance sheet.

* Cash Requirements Reports: Produces data of cash needs as of any date. Reports discounts available and lost, ages vouchers and gives total cash needs. Valuable cash flow planning tools.

* Accounts Payable Aged Trial Balance: Reports all outstanding items by vendor. Available in summary or detail to conform to management needs.

* Distribution Report by Job: Lists expenses designated to each project or job. Valuable for cost control and tracking of projects.

* Vendor Analysis: Reports all current year activity for all or selected vendors with prior year comparatives.

* Alphabetic Vendor List: Reference for vendor name and address, terms, and type of vendor.

The Accounts Payable programs may also be used to pay for capital assets, prepaid expenses, taxes, accruals, lease and fixed payments, and bank charges. See Appendix I for instructions in entering these specialized payables.

Suggestions for Converting Your Accounts Payable to the SBA Software

When you implement the Durango Accounts Payable software package, you need the following items:

1. Accounts Payable Runtime Diskette (containing programs for operating the F-85 and the Accounts Payable programs)

2. Accounts Payable Data Diskette(s) (ready to contain the accounting data for your company)

You also need diskettes with which to make copies of (back up) your data diskettes. It is highly recommended that you copy your company's data diskettes daily and keep the copy in a safe storage place.

The first steps in preparing your company's records for computer are:

Initialize Accounts Payable (these are a set of procedures for putting your company's name on diskette, and specifying which options you want to use)

Build the Accounts Payable Distribution Account File

Build the Vendor File

Build the Jobs File

Enter all Current Open Items in Accounts Payable

These steps should be done in the order given above. Each one is a separate program, listed on the Master Menu (see section on Master Menu in this manual), and the programs will guide you with comments ("prompts") through the procedures.

Before you are ready to generate checks with the Accounts Payable programs, you must have checks designed to be run through a computer. It is advisable to order these at least 8 weeks prior to implementation.

## Building the Payable Open Item Files

After performing Initializing procedures for Accounts Payable, four files must be built (Accounts Payable Distribution Accounts, Vendor File, Job File, and the file for all open items in Accounts Payable).

It is recommended that you set up all transactions that are currently outstanding for each vendor, as of a particular conversion cut-off date. Until the conversion date, checks are produced in your usual way. This plan has several advantages:

- Proper Accounts Payable figures are entered.
- Personnel may use this time to become familiar with the data input function.
- The system may be checked for proper operation.
- The rest of the programs are simpler to use when all the data is entered.

### Procedure

a) Choose a conversion cut-off date. The conversion date is the last day which will be included in the initial payable open item file. For example, if you choose a conversion date of 3/31, all open items dated 3/31 or earlier are entered. New items dated 4/1 or later are not entered until the entire file is built and checked. Open items dated up to 3/31 will be paid in your usual way; items dated 4/1 or later will be paid through the A/P programs. Careful records of new A/P activity (4/1 or later) should be kept, so this data can be entered on diskette later.

b) Once the conversion date is determined, information must be gathered for all open items as of the conversion date.

Data for all open items usually comes from two sources;

- Your file of open items for each vendor; or
- An open item statement from the vendor.

Using your open items is advisable as these records are consistent in format and easier to code. Also, you may not be able to obtain a vendor statement as of the conversion date.

c) Assign numbers to all vendors (6 digits). While the checks and printed reports give the vendor names, most of the programs ask only for vendor numbers. The computer operator will keep a list of vendors by name and number nearby, when using the programs.

d) It is recommended that a load sheet be prepared for each item entered in the Accounts Payable Open file. This will take some time to complete but will be very helpful to operators and substantially reduce data input time.

e) Each open item will be a new voucher, when it is entered on diskette. The "New A/P Transaction Entry" program automatically assigns a voucher number to each completed new entry. During initializing, the voucher number may be set to the number from which you wish to start.

Distribution - Suspense Account vs. General Ledger Accounts

When entering new vouchers initially, distribution for each voucher must be made. There is a choice of methods:

a) Proper distribution may be made for each voucher as it is normally done; or

b) All distribution may be entered to a suspense account.

Proper distribution for each voucher is time consuming at first. However, this will allow the operators to become familiar with this part of the input process. Also, distribution reports may be obtained and verified.

Using a suspense account cuts input time, in the beginning, but later these figures must be broken out and distributed to the general ledger. In this procedure, all distributions are made to the suspense account. (The suspense account must exist in the Distribution Account file. The program for entering account numbers is #1 on the Master Menu.) When using the suspense account method, the Distribution Report cannot be verified.

Once all data is input and posted, obtain print outs from all programs. Verify the data in the system against your previous system. Be certain all data is correct. Once everything is completely verified, purge the distribution file (through the General Ledger distribution report, Master Menu Item #9).

When the Conversion Date Has Passed...

At this point, only the vendor files, job numbers, Distribution accounts and the Current Open Items are in the A/P system. While this was being built, payments were probably made against some of these items. These must be recorded. When a payment is made to an item dated on or before the conversion date, it should be recorded through the adjustment program. (This is #6 on the Master Menu; A/P Open Adjustment.) Change the invoice status to manually paid. This will keep the A/P trial balance correct. This should be done only for payments made before the conversion date and should not be entered until the Payable Open Item file is completely set up.

You can see the importance of retaining your previous A/P system while converting. New A/P activity does not cease while you are setting up the new A/P system and your firm must continue a working A/P system during this conversion period.

Entry of new payables (those dated after the conversion date) may now be done. Careful records of all new A/P activity should be kept, until they can be entered on diskette.

Continue to enter new payables until the A/P system is current with the old system. At this time it is advisable to completely verify the figures of both systems from the conversion date through the date both systems are current. Closely check distribution, new vouchers and payments to verify that both systems contain the same data. Also, determine that the system contains the proper A/P structure you desire. Make changes to the control file and other files if it is warranted.

c) When you are satisfied:

- The system is functioning properly;
- Personnel have a good understanding of the system; and
- All data in the system is correct;

the previous A/P system may be totally phased out and full use of the SBA Accounts Payable system begun.

## COMMAND KEYS

1. **"RETURN" Key** - When the screen is requesting information, and you type an answer, check it as it appears on the screen. If it's okay, press the key labeled "RETURN". The computer will immediately record your answer and ask the next question. "RETURN" is what tells the program to go.

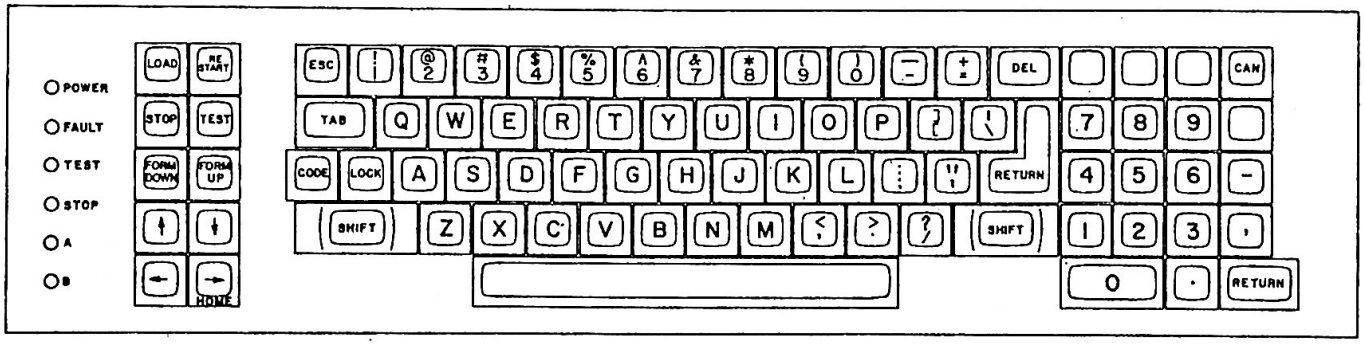
2. **"DELETE" Key** - If you type in a mistake, press "DEL" (for "DELETE"), and the letter you just typed will disappear. Do this as many times as needed. Then type in the correct entry, and press "RETURN".

3. **"CANCEL" Key** - On a long answer, where your typo was at the beginning of a line, you may find it repetitious to use the "DELETE" key. Just press "CAN" (for "CANCEL") and erase that entire line.

4. **Starting All Over Again** - While part way through a set of questions on the screen, you may want to cancel what you've entered and start again. Just depress "CODE" and "CAN" simultaneously; then press "RETURN". A message at the bottom of the screen will say that the record has not been processed. Then you may start over at the beginning.

   (NOTE: Don't use this procedure on one-character responses—for example, on items where you can only answer "Y" or "N". Press "RETURN" to get to an item that has space for a longer response; then press "CODE" and "CAN".)

5. **"END"** - After you've entered and corrected your data, you press "RETURN", and the computer returns to the beginning and asks the same set of questions again. If you type "END", the screen will bring you back to a menu. Keep typing "END", and you will get to the Master Menu.




Keyboard Layout

6. **"CODE 3" Keys** - If you have written something on the screen and you want to copy it, press the keys "CODE" and "3", and the printer will print out exactly what is on the screen. "CODE 3" does not enter the data on your diskette, and does not post the data to any other reports you might print.

7. **Lost and Found** - If "END" and "RETURN" don't get you back to the master menu, type these codes into the keyboard:

   "LGO"

   If "LGO:" then appears on the screen, type in "APMENU". If you repeatedly lose the Master Menu and can't complete your report, call your dealer.

## SPECIAL FEATURES

8. **Optional Answers** - The manual says some items are "optional". If you have no answers for these items, press "RETURN". When the computer prints out a report, nonanswered items will appear as zero (for numeric answers) or appear as blank space.

9. * will sometimes appear on a screen, usually in a "Change" or "Delete" process. You must respond to asterisked items to find the record you want. The asterisk means that you have asked the computer for some records which are already on your diskette. After you answer the asterisked items, it knows which record to display for you.

10. **A Special Feature Called "DEFAULT"** - "DEFAULT" is a handy feature that avoids repetition. When the manual says that an item "DEFAULTS", you can press "RETURN", and the computer remembers what you typed in that blank the last time you were there or the most commonly used answer. Automatically, it puts the default values there again. Perhaps you don't remember what you put in that blank before. Or you may want to type in something different. Just type in the answer you want. You can see how much typing this "DEFAULT" feature saves if you enter several records that are similar.

    "DEFAULT" is also useful in creating a report consisting of a list. The computer will ask you where, out of all your records, it should begin and end the list. If you want it to list everything that's on your diskette, then press "RETURN," where the screen says "STARTING #". The screen will answer "ALL". You will then get a list of all the records you have entered. The question "ANY CHANGE?" always defaults to NO. That is, if you press "RETURN", the program does <u>not</u> request any changes.

    To know which way you are using the "DEFAULT" function, refer to your manual. It will tell you what you are defaulting to; e.g., to "ALL" or to the previous entry, or to a predetermined commonly used answer.

11. **Entry Errors** - There are several types of errors which can be made while entering data on the keyboard. For instance, you may enter alphabetic characters into a field which is supposed to be only numeric. Or you may enter too many characters into a field or enter a minus sign into a field which must be positive. In all cases, the computer will catch the error immediately and display a message at the bottom of the screen instructing you how to recover easily. If your error is not immediately apparent to you, consult your operator instructions for the specific program you are running.

12. **Program Errors** - Some possible error messages are:

    1D (FILE UNAVAILABLE) or 6D (FILE NOT FOUND) - if either of these messages appear, check to be sure you have the diskettes in the right drives.

    23 (MAX RECORDS) - means there is no space left on a particular file to store information. You may have forgotten to purge the file, after printing out reports; or you may need to delete unnecessary records.

    In general, if a program error message appears, write down

    a) what is on the screen

    b) what you were doing when the error occurred.

    Then call your dealer or representative with this information.

13. **"EDIT" vs. "POST"** - You will notice in your manual that some programs print a report for you called "EDIT". Other programs print a report for you called "JOURNAL" or "REGISTER". The difference is very important. When you get an "EDIT" report, you can look it over, notice errors, and go back to the computer to make corrections. The "POST" program assumes all your numbers are correct and will post those numbers to several other files that you will print out later.

## KEYBOARD CONVENTIONS

14. **Numbers** - Never type a decimal point, comma, or a dollar sign when entering numeric or dollar data. The computer supplies these automatically. Thus, your entry "1000" shows on the screen as "10.00". In a printed out report, the computer will "know" it is a dollar value. Negative numbers (when allowed) may be entered by typing the negative sign before the number (i.e., "-1000").

15. **Capital and Lower Case** - Your keyboard has both capital and lower-case letters, just as a typewriter does. Unlike the typewriter, it normally prints all letters as capital letters. If you press the "shift" key, the computer will print a lower-case letter.

# OPERATOR INSTRUCTIONS

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**Master Menu**



---

The following procedure is done every day, as soon as you turn on the power switch of your F-85 Durango Computer.

1. Insert the Accounts Payable System Diskette into drive Ø, and formatted Accounts Payable Data Diskette(s) into their "home" drives. (The AP DATA 1 diskette goes in Drive 1; the AP DATA 2 diskette goes in Drive 2, and so on.) Close diskette drive doors gently. NOTE: Be sure you turn the computer (and the auxiliary drive, if used) on before you insert the Diskettes.

2. Depress the LOAD and CODE keys. This loads the DX-85 Operating System into memory.

3. Your video screen will display the phrase:

   DX-85 REL n VER n - nnK

   where "n" is the number of the latest release or version and "nn" is the system's memory size in thousands of bytes. The system then prompts:

   ENTER DATE MMDDYY

   The operator then types the date in the format shown, where MM is the month, DD is the day, and YY is the last two digits of the current year. Do not type in spaces or slashes. Thus the date June 2, 1999 would be typed 060299

4. After you press "RETURN", the system prompts:

   ENTER TIME HHMM (24 hour clock)

   The current time is then entered in the format shown. 24 hour clock is used (i.e., 1400 = 2:00 p.m.). Then press "RETURN".

5. The screen automatically displays:

   : LGO
   LGO V1.Ø : APMENU

6. Following the display above, the Master Menu for Accounts Payable appears on the screen, with the message "PLEASE SELECT APPLICATION".

The illustration below shows the screen display of the Master Menu:

```
ACCOUNTS PAYABLE          RELEASE 1  VERSION 2

PLEASE SELECT APPLICATION ..

 1. A/P DISTRIBUTION FILE MAINTENANCE        9. PRINT G/L DISTRIBUTION REPORT
 2. VENDOR FILE MAINTENANCE                 10. PRINT VENDOR ANALYSIS
 3. NEW A/P TRANSACTION ENTRY               11. CLEAR Y-T-D VENDOR TOTALS
 4. PRINT A/P AGING REPORT                  12. RECONCILE CHECKS
 5. ACCOUNT INQUIRY                         13. JOB FILE MAINTENANCE
 6. A/P OPEN ADJUSTMENT                     14. PRINT JOB DISTRIBUTION REPORT
 7. PRINT CASH REQUIREMENTS REPORT          15. BACKUP A/P DATA DISKETTE(S)
 8. PAYMENT PREPARATION AND CHECK PRINTING  16. INITIALIZE A/P SYSTEM
```

To select a program from the Master Menu, type in the number which appears beside the program title.

As mentioned in the Introduction to this manual, your first selection is #16, "INITIALIZE A/P SYSTEM." Most of the procedures in Application No. 16 are done just once, in numeric sequence, and must be completed before any other programs are usable.

After Initialization is complete, select the following programs, in this order:

1. A/P DISTRIBUTION FILE MAINTENANCE
2. VENDOR FILE MAINTENANCE
13. JOB FILE MAINTENANCE (Used if you track expenditures by Job Number)

Program 15, "BACKUP A/P DATA DISKETTE(S)," can be used any time after Initialization is complete. This is the program for making copies of your Data Diskette.

As soon as the Distribution Files, Vendor Files, and Job Files have been entered, select No 3, "NEW A/P TRANSACTION ENTRY." It is recommended that all open accounts for Accounts Payable be entered on diskette. When the Open Accounts Payable file is complete, Items 1-15 may be selected as desired, in any order.

NOTE: Do not take out your diskettes until you have typed "END" in the "PLEASE SELECT APPLICATION" blank of the Master Menu. The computer emits a warning "beep" if "END" is not typed.

CAUTION:

For any program that prints out a report, make sure you have paper inserted into the printer before you select the program from the menu. Many of these programs begin printing as soon as you type in the Menu number.

## MASTER MENU Item #1 - Distribution File Maintenance

The file of Distribution Accounts for Accounts Payable contains all General Ledger accounts to which your company distributes payable transactions. It also must have the Accounts Payable Account Number as well as the Cash Account Number and a Discount Account Number. Remember to enter the Account Number for each Profit Center, if you use these, and a Prepaid Account Number and Withholding Account Number if these are separate from your Cash Account.

This program provides a system-wide safeguard against operator error. Only accounts which exist in this file may be distributed to. The system will reject any transaction made to an invalid account number.

When you select "1. A/P DISTRIBUTION ACCOUNTS FILE MAINTENANCE" the following display appears on the screen:

```
PLEASE SELECT APPLICATION .

        1. ADD NEW ACCOUNTS

        2. CHANGE/INQUIRE ACCOUNTS

        3. DELETE ACCOUNTS

        4. PRINT OUT ACCOUNTS
```

To return to the Master Menu, type "END" after "PLEASE SELECT APPLICATION."

### Add New Accounts

New account numbers may be added to this file at any time. The screen displays the following message:

```
A/P DISTRIBUTION ACCOUNTS FILE MAINTENANCE - ADD




        1. ACCOUNT #     ....

        2. DESCRIPTION
```

1. Account No. - Required. Numeric only. Can be from 3 to 7 digits. If more than 3 digits, the format must be xxx or xxx-xxx or xxxx-xxx. Do not type in the hyphen. At the end of the third or fourth digit, press "RETURN" and the hyphen will automatically appear. If you do not want a hyphen, press "RETURN" again and the hyphen will disappear.

   It is essential that these account numbers be in exactly the same format as the general ledger account numbers.

2. Description - Alphanumeric. Maximum 30 characters.

The question, "ANY CHANGE?" then appears on the screen. If you type "Y" (Yes), the screen asks, "WHAT #?" You type in either #1 or #2, and the screen positions you to the one you select, erasing it for a new entry. If you type in "N" for No, answers are recorded on diskette. (This item defaults to "N.") You may then enter another account number.

To end this process, type "END" in the #1 position.

Change/Inquire Accounts

To find out what is in the Distribution file, after you have Added it, you need to know the exact Account Number. Then the Description displays automatically.

Phrases on the screen will prompt you through any changes. Only #2, the Description can be changed. A change in the Account Number is a Deletion (see below).

When you are finished changing the Distribution file or inquiring what is on it, type "END" in the Account No. position. The Distribution File Maintenance menu then appears.

Delete Accounts

After typing in the Account Number, the screen asks, "RIGHT ACCOUNT?" If the answer is "Y" (Yes), the record is automatically deleted, and the screen says, "ACCOUNT DELETED." If you type in "N" (No), it does not delete the record, but asks for another account number. If you press "RETURN", the "RIGHT ACCOUNT?" question defaults to "N."

When you are through deleting account numbers, type "END" in the Account No. position. The Distribution File Maintenance menu then reappears.

Print Out Accounts

All Account Numbers on file print out automatically, as soon as this program is selected. When printing is complete, the Master Menu appears.

## MASTER MENU Item #2 - Vendor File Maintenance

In order to use the Accounts Payable programs, you must first record each Vendor, through the "Vendor File Maintenance" procedure. Most other programs in Accounts Payable use the Vendor number(s), as a prerequisite. Therefore, before starting this procedure, locate all vendors and assign each a vendor number 6 digits long.

When the Vendor File is complete, changes in vendor information and new vendors may be entered at any time. New vendors must be entered prior to entering any voucher for those vendors.

Miscellaneous Vendors - The Accounts Payable programs cannot print checks paid to miscellaneous vendors (vendors not on file). A "catch-all" vendor number 999999 may be set up to record invoices and distribution for such vendors. When the invoice is paid, it will be paid on a manually written check. (When checks are written manually, they are recorded through #6 on the Master Menu, "A/P OPEN ADJUSTMENT.")

The Vendor Maintenance File program contains the following options:

```
VENDOR FILE MAINTENANCE



                    PLEASE SELECT APPLICATION .
                          1. ADD NEW VENDORS
                          2. CHANGE/INQUIRE VENDORS
                          3. DELETE VENDORS
                          4. PRINT OUT VENDORS
                          5. PRINT ALPHABETICAL LIST
```

To return to the Master Menu, type "END" where the screen says, "PLEASE SELECT APPLICATION."

D-BASIC
Release: 001
Date: 02/01/79

Vendor File Maintenance
**Add New Vendors**
Page 1 of 3

---

When you are adding new vendors, the program prompts you with the following screen display:

```
 1. VENDOR #   ......

 2. NAME
 3. ADDRESS 1
 4. ADDRESS 2
 5. ADDRESS 3

 6. TYPE

 7. TERMS
 8. DUE DAYS              9. DISCNT DAYS          10. DISCNT %

11. LAST ACTIVITY DATE

12. STATUS

13. PURCHASES YTD                          14. PURCHASES LST YR
15. DISCOUNTS YTD                          16. DISCOUNTS LST YR
```

1. Vendor No. - Required. Must be 6 characters. Alphanumeric. Vendor number and format are determined by your company.

2. Name - Any length up to 30 characters. Alphanumeric. Defaults to a blank field. We recommend entering the main company name first, so that the alphabetic vendor list appears in the most logical alphabetic order.

3. Address - Any length up to 30 characters. Alphanumeric. Defaults to blank. Address should be entered as you wish it to appear on the payable check. The entire address is printed on the checks, to allow use of window envelopes.

4. Address 2 - Same as Address 1.

5. Address 3 - Same as Address 1.

6. Type - Up to 3 characters. Alphanumeric. Defaults to blank. This may be any abbreviation or code that your company uses to categorize vendors.

7. Terms - Up to 15 characters. Alphanumeric. Defaults to blank. For this item, enter the terms generally allowed by the vendor.

8. Due Days - The number of days from Invoice Date in which payment is due. Up to 3 characters; numeric only. Defaults to Ø.

9. Discount Days - The number of days from Invoice Date in which, if payment is made, the vendor gives a discount. Up to 3 characters; numeric only. Discount days must be less than or equal to due days. Defaults to Ø.

10. Discount Percent - Enter 4 digits (computer supplies decimal), numeric only. Defaults to Ø. (nnnn converts to nn.nn)

11. Last Activity Date - Date last check was paid to this vendor (updated automatically after initial entry). Enter 6 digits, numeric only, in the format MMDDYY.

12. Status - Maximum 1 character; alphanumeric. Required. Defaults to blank (equivalent of Normal Status).

    "Status" refers to the discount or payment status. Use the following codes:

    Blank = Normal Status. Normal activity allowed and discounts are taken according to vendor terms.

    A = Always Take Discount. Discount will be taken on all payments to this vendor regardless of payment or due dates.

    H = Hold Payment. Payments to this vendor are not allowed by the system.

    N = No Purchases. Entered in Accounts Payable for information purposes only.

13. Purchases Year-To-Date - Maximum length 9 digits (10 digits with negative sign). Numeric only. (Computer automatically enters decimal, as this is a dollar value.) Defaults to Ø. (nnnnnnnnn converts to $n,nnn,nnn.nn)

    Figures for Items 13 and 15 must be correct, since no changes are allowed to these fields after set-up. Incorrect set-up figures will result in erroneous totals in the Vendor Analysis reports.

    In entering Year-to-Date information, consider the beginning of Accounts Payable Open Items entry as the cut-off date for Year-to-Date information. Thus purchases for the year for each vendor will be: Purchases Year to Date minus total purchases that are still open items. This must be done, since the vendor Year-to-Date totals are automatically updated when the vouchers are paid and posted to the A/P Open Item file.

14. Purchases Last Year - Maximum length 9 digits (10 digits with negative sign). Numeric only. Defaults to Ø. (nnnnnnnnn converts to $n,nnn,nnn.nn)

15. Discounts Year-to-Date - Maximum length 8 digits (9 digits with negative sign). Numeric only. (Computer automatically enters decimal, as this is a dollar value.) Defaults to ø. (nnnnnnnn converts to $nnn,nnn.nn)

16. Discounts Last Year - Maximum length 8 digits (9 digits with negative sign). Numeric only. Defaults to ø. (nnnnnnnn converts to $nnn,nnn.nn)

At the completion of Item 16, the screen asks, "ANY CHANGE?". If you type "Y" for Yes, it asks "WHAT #?" and positions you to the item you select. This is repeated until you reply "N", for No, at which time the screen clears to make room for the next vendor entry.

To end the process, type "END" in the Vendor No. position.

D-BASIC
Release: 001
Date: 02/01/79

Vendor File
Maintenance
**Change/Inquire**
**Vendors**
Page 1 of 1

---

The screen for this process is the same as for "ADD NEW VENDORS". You type in the number of the vendor you want to look at or change. The screen automatically displays the remaining information for that vendor.

At the end of the record, the screen asks, "ANY CHANGE?". It prompts you through your changes until you answer "N" for No. At that point, the vendor record is updated and you may select another vendor number for change or inquiry.

You will not be able to change Item 1 nor Items 13 and 15. It is possible, however, to delete the entire vendor record and re-enter it. See the next procedure, "DELETE VENDORS."

To end this process, type "END" in the Vendor Number position.

D-BASIC
Release: 001
Date: 02/01/79



---

The screen for this process is the same as for "ADD NEW VENDORS." You type in the number of the vendor you want to delete. The screen automatically displays the remaining information for that vendor.

At the bottom of the screen the phrase appears: "RIGHT VENDOR?" If you type in "N," the vendor record is not deleted, and you may select another vendor number. If your response is "Y," the phrase "VENDOR DELETED" automatically appears. Press "RETURN" to go on.

To end this process, type "END" in the Vendor Number position.

D-BASIC
Release: 001
Date: 02/01/79

Vendor File
Maintenance
**Print Out**
**Vendors**
Page 1 of 1

---

This Vendor Report, entitled "Vendor File Print Out", allows you to select any vendors in any order, and it prints out all the information on file for those vendors. Be sure you have installed paper in the printer before selecting it.

First the screen asks you to tell it what vendor numbers to print:

```
PLEASE ENTER STARTING VENDOR      ......

PLEASE ENTER ENDING VENDOR
```

If you press "RETURN", in response to "PLEASE ENTER STARTING VENDOR," the program will print ALL vendors.

Then the phrase appears, "ANY CHANGE?" If you say "N," one of three things will occur:

1. If you selected ALL vendors, the report will begin to print out.

2. If the program doesn't find the requested vendors on file, it will return to its request to enter starting and ending vendors.

3. If you entered vendor numbers, it will print the vendors selected and return to its request to enter vendor numbers. When you have selected all those vendors that you want to print out, type "END" in the "PLEASE ENTER STARTING VENDOR" position. This will be followed by the File Maintenance menu.

After printing, the menu for Vendor File Maintenance automatically appears.

D-BASIC
Release: 001
Date: 02/01/79

Vendor File Maintenance
**Print Alphabetical List**
Page 1 of 1

---

This alphabetical listing of vendors provides a handy reference. The report is slightly different from the Vendor File Print Out in that it does not show purchase or discounts for the previous year or for year-to-date (it is assumed that these may be confidential and therefore not appropriate for a document to be used for general reference).

The alphabetical listing automatically prints out ALL vendors. If you desire a list of particular vendors, alphabetized, select the previous procedure ("Print Out Vendors") and individually request those vendors in a sequence that is alphabetical.

After printing, the menu for Vendor File Maintenance automatically appears.

## MASTER MENU Item #3 - New A/P Transaction Entry

This program is for entering all Accounts Payable Open Items on your Data Diskette. The menu for New A/P Transaction Entry is:

```
NEW A/P TRANSACTION ENTRY


          PLEASE SELECT APPLICATION .

               1. ADD NEW TRANSACTIONS

               2. CHANGE/INQUIRE TRANSACTIONS

               3. DELETE TRANSACTIONS

               4. PRINT TRANSACTION EDIT LIST

               5. POST TRANSACTIONS TO A/P OPEN ITEM FILE
```

Each time you add a new Accounts Payable item, the program automatically assigns it a voucher number. If you delete the record, the voucher number does not get used again. The beginning voucher number was set by your company during Initialization, when the Control File was set up. If there is any reason to reset the voucher numbers, this can be done through the Control File Program.

There are 5 types of transactions that can take place in the "ADD NEW TRANSACTIONS" procedure.

1. Regular Voucher - This is the most frequent type of transaction. It includes:

   - Invoices, approved for payment
   - Debit Memos
   - Credit Memos

   If you enter an Invoice, the computer credits it to the Payable account which you specify. (Provided, of course, this account number is already in the A/P Distribution file.) The computer automatically debits any General Ledger accounts which you specify, such as Expenses, Assets, Liabilities, Equity accounts (and these, too, have been previously entered in your A/P Distribution file).

When entering Credit or Debit memos, you may want to distinguish them from Invoices in the invoice number code. This makes them easier to find on reports. For example, the first two characters of the invoice number on a Credit Memo could be CM, and the first two characters of the invoice number on a Debit Memo could be DM.

Enter all Credit Memos as negative (minus sign) dollar amounts. Remember to make the distribution dollar amounts negative also, as this results in a credit to the distribution account.

2. Credit Voucher - This is NOT the same as a credit memo. The term "credit memo" is used to distinguish this from a regular voucher. It is a safety feature, available to you for internal use only, for corrections. It cancels out your voucher and allows you to enter a correct one.

   Occasionally a voucher gets posted to the wrong Payables account number, or the wrong vendor. Later in these instructions you will note that after the Payables have been posted, very few things can be changed. In fact, all that can be changed are the due date and the discount date and the general ledger distribution.

   You can, however, enter a Credit Voucher. Use the same Invoice Number as you have on the incorrect voucher, and use the same dollar amounts for the total and the distribution - except make all the dollar amounts negative. (In the case where you are getting rid of an incorrect Credit Memo, make all the dollar amounts positive.)

   This is what happens when checks are printed: if a credit voucher amount offsets the amount of a regular voucher with the same invoice number, neither amount will be printed on the check stub, and both vouchers will be cleared from the file.

   Just one final step - re-enter the voucher (it will have a new voucher number) with the correct information.

3. Adjustment of Distribution - This transaction is one of the few corrections available after the new Accounts Payable transactions have been posted. It corrects distribution to general ledger accounts, expense accounts, or jobs - in short, it corrects any distribution made on a voucher that has been posted.

   When you use this procedure, the program automatically displays the Invoice Amount (on the screen) as .ØØ. Therefore, you can make no changes to the Accounts Payable balance (which isn't really .ØØ, but remains whatever amount you entered and posted).

   For example, if a voucher was distributed to rent expense, but it should have been distributed to purchases; credit the rent account and debit the purchases account. This entry must equal .00.

4. Prepaid Check - For the purposes of the Accounts Payables programs, a prepaid check is any check which must be recorded in the A/P system which has not been printed by the A/P system and which charges directly against cash accounts.

   The major difference between a regular voucher and a prepaid voucher is that the program automatically credits the cash account, not Accounts Payable. The program debits distribution accounts, just as it does on a regular voucher.

5. Voided Check - This procedure is for record keeping purposes only. The program does not allow you to enter dollar amounts. The check number prints on the check register with a notation that it has been voided. This ensures proper audit information.

The programs adjust your debits and credits again when checks are paid. When computer checks are written, cash and discounts are automatically credited. The corresponding debit is made to the Payable account which was entered with the voucher. Until the voucher is purged, you can always find out what account number you used, by Procedure 5 on the Master Menu, CRT ACCOUNT INQUIRY.

Here is the screen for "NEW A/P TRANSACTION ENTRY - ADD."

```
NEW A/P TRANSACTION ENTRY - ADD

     * VOUCHER        000009                1. TRX TYPE

     2. VENDOR #
     3. P.O. #
     4. INVOICE #                           6. INVOICE AMT
     5. INVOICE DATE                        7. NON DISC AMT

     8. DUE DAYS                            9. DUE DATE
    10. DISCNT DAYS                        11. DISCNT DATE
    12. DISCNT %                           13. DISCNT AMT

    14. A/P ACCT #
    15. CHECK #                            16. CHECK DATE
    17. CASH ACCT #
    18. DISC ACCT #

    19. DISTRIBUTION: ACCOUNT  DESCRIPTION                    JOB-#   AMOUNT


R = REG VOUCHER   C = CR VOUCHER   A = ADJUST DIST   P = PREPAID   V = VOID CHK
```

Voucher Number, as you can see, is automatically supplied.

1. Transaction Type - Refer to the codes at the bottom of the screen. The possibilities are: R = Regular Voucher, C = Credit Voucher, A = Adjustment of Distribution, P = Prepaid Check, and V = Voided Check. These terms are fully explained at the beginning of this section, "New A/P Transaction Entry." Required entry. Defaults to "R."

   For a Regular Voucher, proceed as follows:

2. Vendor No - Required. 6 digits, alphanumeric. If this number is not in the Vendor file, the program will not proceed any further. Press "CODE" and "CAN" (for Cancel) to cancel this record. Type "END" in #1. Return to the vendor file and enter the Vendor Number.

3. Purchase Order No - Maximum 10 characters. Alphanumeric.

4. Invoice No - Maximum 6 characters. Alphanumeric. You may enter abbreviations like CR or DR in this field to distinguish Credit Memos and Debit Memos from Invoices.

5. Invoice Date - Required. 6 digits, in the format MMDDYY. If the warning message "DATE OUT OF RANGE" appears, make sure you have the correct invoice date. It means the invoice date is not within the range of days you specified in the Control File as "Number of Days Before Warning." If you specified 30 days, then any invoice date outside the range of today's date +/- 30 days would get the warning.

6. Invoice Amount - Dollar value, prior to discount. Required. Up to 8 digits, numeric only (computer supplies decimal). May be negative number. (nnnnnnnn converts to nnnnnn.nn)

7. Non-Discount Amount - Up to 8 digits, numeric only. May be negative. This is the amount of the voucher not subject to discount. It may include freight, tax, miscellaneous amounts. Defaults to Ø. (nnnnnnnn converts to $nnnnnn.nn)

   The program automatically calculates the discount amount allowable by the formula:

   (Total Invoice Amount - Non-Discount Amount) x Discount %

Terms - the items referring to due days and discounts (Items 8-13 below) are known as terms fields. The operator may default at individual terms fields to the values on file for the vendor. Or if the invoice differs from what is on file, the operator may enter the items manually.

"DATE OUT OF RANGE" appears if due date or discount date is not within the range of days you specified in the Control File as "Number of Days Before Warning" and today's date.

Also, these 6 fields are pairs. If #8 is entered, the program calculates #9 automatically, and if #9 is entered, the program calculates #8 automatically. Numbers 10 and 11, and also 12 and 13 are paired in the same way.

There is one other thing you can do with the terms fields. If you type "D" (for "DEFAULT") in Item 8, the program will insert vendor file data in Items 8-13.

8. Due Days - Maximum 3 digits. Numeric only. Defaults to Ø if you press "RETURN" or if no terms on file for vendor. Recalculated if Item 9 entered. Defaults to due days on vendor file if you type in "D" and press "RETURN."

9. Due Date - 6 digits, numeric only, in the format MMDDYY. Defaults to invoice date if no terms on file for vendor or if Item 8 not entered.

10. Discount Days - Maximum 3 digits, numeric only. Defaults to Ø if no terms on file for vendor. Recalculated if Item 11 entered.

11. Discount Date - 6 digits, numeric only, in format MMDDYY. Defaults to invoice date if no terms on file for vendor, or if Item 10 not entered.

12. Discount Percent - 4 digits, numeric only (computer supplies decimal). Defaults to Ø. Recalculated if Item 13 is entered. (nnnn converts to nn.nn)

13. Discount Amount - dollar value, maximum 7 digits. Numeric only. Defaults to ø if no terms on file for vendor or if Item 12 not entered. (nnnnnnn converts to $nnnnn.nn)

14. A/P Account No - Required. Minimum 3 digits, maximum 7 digits. Numeric only. This account number will be displayed automatically if you have only one Accounts Payable number. If you have more than one Accounts Payable account, either enter the correct one, or press "RETURN" to default to the Accounts Payable account which is in the Control file.

15. Check No - Not used for a Regular Voucher.

16. Check Date - Not used for a Regular Voucher.

17. Cash Account No - Not used for a Regular Voucher.

18. Discount Account No - Not used for a Regular Voucher.

19. Distribution: Account Description - Distributions may be entered, as long as the total equals the Voucher amount (#6, Invoice Amount). The screen keeps a running total of the amount you distribute, and flashes a message if the distributions total does not equal the invoice amount. Due to space constrictions, only the last two distributions show on the screen at one time, plus the running total.

    Account No - Required. Minimum 3 digits, maximum 7 digits. Numeric only. The Account Number is verified with the Distribution Account file and the description displayed if found. An unlimited number of distributions may be entered, as long as the total equals the Invoice Amount. Remember not to type in the hyphen. Just press "RETURN" and it will appear.

    Job Number - This item only appears on the screen if in the Control File your company responded Yes to, "WILL JOB NUMBERS BE USED?" Maximum 6 digits, numeric only.

    Amount - Required. Minimum 1 digit, maximum 8. May be negative. Numeric only. Defaults to ø.

At the end of entering the new open Payable, the screen inquires "ANY CHANGE?" If you reply "Y" for yes, it inquires, "WHAT #?"

If you change any of the terms fields, the item paired with that field is automatically recalculated.

To change anything in Item 19, you need both the Account Number and the Job Number. These may not be visible on the screen, and if you can't remember what you entered, it may be necessary to leave the error on file, print out an Edit List (where the detailed Distribution is shown) and then make the changes through the Change/Inquire program for New A/P Transaction Entry.

If, in Item 19, you type in both an Account Number and a Job Number that are already distributed to, the screen says, "ACCOUNTS ALREADY ON FILE. ANY CHANGE?" If you reply "Y,", you may enter a new amount. Make the amount ØØ (remenber, this field defaults to Ø). Then make another entry with the correct account, job, and amount.

To end the "Add" program, type "END" in Item #1, Transaction Type.

Credit Voucher

As mentioned earlier, this is NOT a Credit Memo. It is a technique for deleting a voucher from your records after Open Payables have been posted. If you have a correction in distribution (Item #19), select the Adjustment procedure described below. If the correction is the due date and/or discount date, select #6 from the Master Menu, "A/P Open Adjustment."

For all other corrections, enter a Credit Voucher. Use the same Invoice Number as on the incorrect voucher. Also enter the same dollar amounts for Invoice Amount and Distribution - but make them the opposite sign. That is, Invoices and Debit Memos will have negative credit voucher amounts and Credit Memos will have positive credit voucher amounts.

Then enter a Regular Voucher with the correct information. The incorrect voucher and the Credit Voucher cancel each other out and do not appear on your printed checks. Multiple Credit Voucher cancellations will appear on your checks.

Adjustment of Distribution

This procedure is used to adjust distribution (Number 19 on the screen) after a voucher has been posted. Before posting, Distribution can be changed through the Change/Inquire option.

In this program, only the first 5 items of the record are entered, plus #19, Distribution. These items are:

1. Transaction Type ("A", for Adjustment)
2. Vendor Number
3. Purchase Order Number
4. Invoice Number
5. Invoice Date

19. Distribution Account Number

The screen asks "ANY CHANGE?" Changes proceed as described under #19 in the procedure for Regular Vouchers.

Prepaid Check

Entering a Prepaid Check is very much like entering a Regular Voucher. However, the program does not ask for Items 8-11 (Due Days and Date, and Discount Days and Date). The program does ask for 4 items which are skipped in the Regular Voucher Program (Items 15-18):

15. Check No - Required. 6 digits, numeric only.

16. Check Date - Required. 6 digits, numeric only, in the format MMDDYY.

17. Cash Account No - Required. Minimum 3, maximum 7 digits. Must be on file in Distribution File. Defaults to Account Number in A/P Control File.

18. Discount Account No - Required. Minimum 3, maximum 7 digits. Numeric only. Must be on file in Distribution File. Defaults to Account Number in A/P Control File.

Voided Check

This procedure is for record keeping purposes only. The program requires you to fill in just the following items:

1. Transaction type ("V")
14. Accounts Payable Account Number
15. Check Number
16. Check Date
17. Cash Account Number

After entering a voucher on diskette, you can change it through the Change/Inquire program. No changes can be made to the following:

Voucher Number
Type of Transaction

These two items can be changed by deleting the voucher and entering a new one.

Information displayed on the screen is the same as in "Add New Transaction."

To change a newly-entered Accounts Payable voucher, type in the Voucher Number. The rest of the record appears automatically on the screen, except for Distribution.

A phrase at the bottom of the screen asks "ANY CHANGE?" If Yes ("Y"), the screen inquires "WHAT #?" and positions you to that item. When you type "N" (No), the information clears from the screen and a different voucher may be looked at.

To change Distribution (Item 19), you need both the Account Number and the Job Number already distributed to. These do not display on the screen. To obtain them, print an Edit List. Then proceed as follows:

1. Type in Voucher Number.

2. When the screen asks "ANY CHANGE?" type "Y".

3. To the question "WHAT #?" reply "19".

4. You are then positioned to Item 19. No data appears on the screen for Item 19. Using the Edit List as a reference, type the Account Number and Job Number of the Distribution that you wish to change.

5. The amount of that distribution appears automatically, and the bottom of the screen shows the total amount distributed.

6. The screen asks "ACCT ALREADY DISTRIBUTED - ANY CHANGE?" Type in "Y". The dollar amount automatically disappears. For the dollar amount, enter Ø.

7. After you enter Ø, the Total Distributed automatically subtracts the amount zeroed out. You are positioned to make a new entry under Item 19.

8. You can either press "RETURN" and go on to something else, or you can enter another (correct) Account Number, Job Number, and Amount.

To end this program, type "END" in the Voucher Number position.

To delete a newly-entered Accounts Payable voucher, type in the Voucher Number. The rest of the record appears automatically on the screen.

A phrase at the bottom of the screen asks, "RIGHT TRX?" If No ("N"), the record will not be deleted. The information is cleared from the screen, and a new Voucher Number may be entered. If Yes ("Y"), the record is automatically deleted.

To end this program, type "END" in the Voucher Number position.

D-BASIC
Release: 001
Date: 02/01/79

New A/P
Transaction Entry
**Print Transaction**
**Edit List**
Page 1 of 1

---

Use the "New A/P Transaction Edit List" to check your computer entries before posting them. After posting, the Open items are more difficult to correct.

The Edit List prints out all information for every voucher. It also prints out an Error Report. The Error Report tells you if you have distributed credits to a job number that is not in your Job File.

If there are changes to make, select the "Change/Inquire" program or the "Delete" program.

The Edit List prints and returns to the New A/P Entry Menu automatically. When the Error Report is complete, press "RETURN" to get the menu for New A/P Transaction Entry.

D-BASIC
Release: 001
Date: 07/31/79



When new vouchers are posted:

The posting program transfers distribution amount, accounts and job numbers to the Distribution file. It is at this point that the distribution is updated. Distribution is posted for all regular vouchers, credit vouchers, adjusting vouchers and prepaid checks.

The program also transfers all regular and credit vouchers to the A/P Open Item file and updates the open item files of each vendor. The credit entry to Accounts Payable is updated.

All prepaid checks are transferred to the cash files. The credit entry to cash is updated. Check numbers and other information is retained on file until printed on the Check Register.

The "New A/P Transaction Register" prints automatically.

D-BASIC
Release: 001
Date: 07/31/79

**Print A/P Aging Report**

Page 1 of 2

## MASTER MENU Item # 4 - Print A/P Aging Report

This report is useful in selecting vouchers to be paid. It shows balance due as of a particular date, for each vendor; valid discounts; net balance due; and the age of each outstanding balance amount (current, 31 - 60 days, 61 - 90 days, and over 90 days).

You have several options with this report. If you have more than one Accounts Payable account, you may choose to have a separate report for each account. This report may be a summary report of each Account number, or it may be broken down by vendor within each account number. In either case, the report by Account number automatically produces a summary.

The alternative is a report by vendor number only. If you opt for any report by vendor number, either by itself or as part of an Accounts Payable breakdown, you may also select the "detail" option, which shows each voucher outstanding for each vendor.

The process is as follows. Upon requesting the Aging Report, if you have more than one Accounts Payable account, the screen inquires:

```
PRINT REPORT BY VENDOR ?  .

PRINT SUMMARY BY A/P ACCOUNT ?
```

The reply is "Y" or "N." Both fields default to "N." You may select either option or both options. If you select a report by A/P Account only, the program asks for an Aging Date. If you select a report by vendor or have only one Accounts Payable account, the following screen appears:

```
AP OPEN ITEM AGING REPORT BY VENDOR



PLEASE ENTER:

     1. STARTING VENDOR #  ......

     2. ENDING VENDOR #

     3. AGING DATE

     4. SHOW DETAIL ?

     5. A/P ACCOUNT #
```

1. Defaults to ALL
2. Defaults to blank
3. Defaults to today's date
4. Defaults to "N"
5. Defaults to ALL

The screen asks "ANY CHANGE?" When you reply "N," the report prints automatically.

If all vendors are selected, the Master Menu reappears after printing. If some vendors are selected, the first two questions ("PRINT REPORT BY VENDOR? PRINT SUMMARY BY A/P ACCOUNT?) reappear. To get back to the Master Menu type "N" or "RETURN" for both questions.

D-BASIC
Release: 001
Date: 07/31/79

**CRT Account Inquiry**



## MASTER MENU Item #5 - CRT Account Inquiry

The CRT Account Inquiry displays all open items for any vendor (if they have been posted). This fast method of access is useful during phone inquiries, while preparing correspondence, etc.

To use this program, you need the Vendor Number. (This is available from the Vendor List.) The screen automatically displays open items by voucher number sequence. Up to 17 open items can appear at one time. If more than 17 items are open, pressing "RETURN" will cause the next open item to display. Totals appear at the bottom of the screen when all items are displayed.

For each voucher, the screen shows:

- Voucher number
- Transaction type
- P.O. number
- Invoice number and date
- Partial payments made against the voucher
- Invoice balance
- Discount allowable
- Net invoice amount

```
ACCOUNT INQUIRY   VENDOR: 000001 VENDOR 1                    2%-10 DAYS N-30

VOUCHR  TYPE  P.O.-#      INVOICE# INV-DATE PP?   INV-BA   DISCOUNT     INV-NET
000101 VOUCHR 7777777777 10000000 02/15/79  Y      15.00        .00       15.00
000102 CREDIT 77777      10000000 02/15/79  N     145.00        .10      144.90

                                TOTALS:      160.00         .10      159.90
                                TYPE "RETURN" TO SEE ANOTHER VENDOR
```

## MASTER MENU Item #6 - A/P Open Adjustment

This program is used to make adjustments of due dates or mark a voucher as manually paid. This program is used for vouchers which have been posted to the A/P Open file as a credit to A/P. If vouchers have not been posted, corrections may be entered in the New Payable Entry program.

Once a voucher has been paid it is cleared from the files. Therefore, any errors discovered after payments are posted must be adjusted by entering a new voucher.

To use this program, you must know both the Vendor Number and the Voucher Number. The first question the program asks is:

```
PLEASE SELECT APPLICATION  .


1. CHANGE DUE DATES


2. MARK VOUCHERS AS MANUALLY PAID
```

### Change Due Dates

For this program, only the Due Date and the Discount Date can be changed. The following screen appears:

```
* VENDOR #          ......
* VOUCHER #

  INVOICE #
  INVOICE DATE
  INVOICE BAL
  DISCNT BAL

  OLD DUE DATE
  OLD DISC DATE

1. NEW DUE DATE
2. NEW DISC DATE
```

Vendor No. and Voucher No. are required (6 digits, numeric only). The old due date information is automatically displayed.

Enter new due date and discount date, in the format MMDDYY.

To end this program type "END" in the Vendor No. position.

Mark Vouchers as Manually Paid

Use this application if a voucher that has been posted to the A/P open file is paid on a manually written check. The computer will generate an entry debiting A/P for the amount paid and credit cash for the check amount.

The check will be posted and recorded on the next check register printed. (See Check Register description under Master Menu Item #8, Payment Preparation and Check Printing.)

The program displays the following screen for manual check payment:

```
* VENDOR #          ......
* VOUCHER #

  INVOICE #
  INVOICE DATE
  INVOICE BAL
  DISCNT BAL

1. CHECK #
2. CHECK DATE
3. CHECK AMOUNT
4. DISC TAKEN
5. CASH ACCT #
6. DISC ACCT #
```

Vendor No. and Voucher No. are required (6 digits, numeric only). The invoice description and amount are automatically displayed.

1. Check No - Required. Minimum 1 digit, maximum 6 digits, numeric only.

2. Check Date - Required. Format MMDDYY. Defaults to today's date.

3. Check Amount - Maximum 8 digits, numeric only. Negative amounts not allowed. (Computer automatically supplies decimal - nnnnnnnn converts to nnnnnn.nn). Defaults to Ø. If you are paying multiple vouchers on the same check, enter the amount of the voucher, not the amount of the check, in this blank. This allows you to pay several A/P open items on the same manual check.

4. Discount Taken - Maximum 8 digits, numeric only. Defaults to Ø. (nnnnnnnn converts to nnnnnn.nn)

5. Cash Account No - Required. Minimum 3, maximum 8 digits, numeric only. Defaults to number on file in A/P Control File.

6. Discount Account No - Required. Minimum 3, maximum 7 digits, numeric only. Defaults to number on file in A/P Control File.

To end this program, type "END" in the Vendor No. position.

## MASTER MENU Item #7 - Print Cash Requirements Report

Uses of Requirements Reports:

The cash requirements reports are designed to assist management in matters such as cash flow planning and spotting problem areas in payables. All manual and prepaid checks should be posted prior to printing the Cash Requirements Report (Master Menu #8, Submenu #7, Check Register and Post).

They are also valuable in payment preparation. If individual vouchers are to be selected for payment, they may be marked directly on the report. The operator may then enter these in the pre-checkwriting program directly from this report. This will save time during the payment process.

Definitions:

For the purpose of this section, the following definitions are understood:

1. Cut-off Date: The last due date to be considered for payment.

2. Payment Date: The date you expect the checks to be printed. This is necessary for calculation of valid discounts.

3. Past Due Vouchers: Due date is before payment date.

4. Current Vouchers: Due date is on or after payment date but prior to cut-off date. These vouchers are currently due, and discount can be either valid or lost, depending on the payment date.

5. Optional Vouchers: Discount date is on or after payment date and Discount date is on or before cutoff date. These are vouchers which are not yet due but have a valid discount.

Since this report is normally a prelude to printing checks, its design is similar to the Aging Report, which also precedes check printing. The Cash Requirements report, Aging Report, and Pre-Check-Printing report are most useful if the cut-off dates for all three are the same.

Column headings on every Cash Requirements report include:

- Past due amount and discounts lost on past due items;
- Current amount due and valid discounts on current items;
- Net current amount and discounts lost on current items;
- Net past due and current total;
- Optional amount, valid discounts on optional items and net optional amount;
- Net past-due, current and optional amounts.

If you have more than one Accounts Payable Account Number, you may have either a report broken down by Vendor Number or by Accounts Payable Account Number, or both. (In the case where you choose both, there is a separate page for each Account Number, with subtotals broken out for each vendor.) In any report that includes vendors, you may also choose to show "detail." (In the "detail" report, each voucher is shown for each vendor.)

If you only have one Accounts Payable Account Number, the Vendor Report is assumed; otherwise, the screen asks two questions:

```
PRINT REPORT BY VENDOR ?  .

PRINT SUMMARY BY A/P ACCOUNT ?
```

Answer "Y" or "N." Both questions default to "N." To end the process at this point, type "END" after "PRINT REPORT BY VENDOR?" Or press "RETURN" twice. The Master Menu automatically reappears.

If you do not select a vendor report, the program asks for a cut-off date and a check payment date. Upon entering these, the report prints automatically, and the Master Menu appears.

If the report you select does include vendors, the following screen appears:

```
PLEASE ENTER:

     1. CUT OFF DATE    ......

     2. PAYMENT DATE

     3. SHOW DETAIL

     4. A/P ACCOUNT #
```

Typing "END" for the Cut-Off Date will bring back the Master Menu if for some reason you decide not to run the program at this time.

1. Cut-Off Date - The last due date to be considered for payment. Numeric only, format MMDDYY. Defaults to today's date.

2. Payment Date - The date you expect checks to be printed. (This information allows the program to calculate valid discounts.) Numeric only, format MMDDYY. Defaults to today's date.

3. Show Detail - Lists all open items by individual voucher and invoice number. Answer "Y" or "N." Defaults to "N."

4. A/P Account No - Type in the Account Number for which you want a report. Defaults to "ALL."

The program asks "ANY CHANGE?" If you answer "N," the report prints automatically and the Master Menu appears on the screen.

**MASTER MENU Item #8 - Payment Preparation and Check Printing**

To print checks on this program, you need to know the Voucher Numbers for the vendors you have decided to pay. These are available on two reports that you have probably printed out just before this one: the Aging Report and the Cash Requirements Report.

The Check Printing menu displays as shown below:

```
PAYMENT PREPARATION AND CHECK PRINTING
FOR ALL A/P ACCOUNTS

PLEASE SELECT .

     1. CLEAR ALL PREVIOUS SELECTIONS
     2. GENERALIZED PAYMENT SELECTION
     3. SELECT VOUCHERS FOR PAYMENT (FULL OR PARTIAL)
     4. DEFER VOUCHERS FROM PAYMENT
     5. PRINT PRE-CHECK WRITING REPORT
     6. PRINT CHECKS
     7. PRINT REGISTER AND POST
```

If you specified more than one Accounts Payable Account Number on your Control File, while initializing, the program asks:

"FOR A/P ACCOUNT ...."

You may print checks for all account numbers or one A/P Account at a time. The above question defaults to "ALL." In addition, only one cash and one discount account may be used per check run. The task is organized like this:

- Subdivide Payable Accounts by Cash Accounts, or Discount Accounts, whichever you have more than one of.

- Enter one or all Payable Account groups through the selection programs. (e.g., pay all the vouchers due for the Payable Account, selecting out the vouchers for a particular Cash Account (or Discount Account).
- Print checks for just one Cash Account (or Discount Account) group.
- Select another Cash Accounts (or Discount Account) group and print those checks.
- When checks for one Cash (or Discount) Account are all run, select another Cash Account and run those checks, again separating the check runs by Discount Account.

Clear All Previous Selections

The first menu procedure #1 "Clear All Previous Selections" is useful if you have made some selections, haven't printed checks yet, and would like to clear those selections and start over. It does not clear payments or partial payments that have already been made (checks printed).

The remaining menu selections are described on the pages that follow.

To end Payment Preparation (before printing checks), type "END" after "PLEASE SELECT" in the menu.

The Generalized Payment procedure allows you to choose among vouchers that are past due, vouchers that are current, and vouchers that are optional (not due yet). See the sample screen below:

```
1. CHANGE CUT-OFF OR PAYMENT DATE ?  .

   CUT-OFF DATE  05/30/79

   PAYMENT DATE  05/30/79

2. PAY PAST DUE VOUCHERS ?

3. PAY CURRENT VOUCHERS ?

4. PAY OPTIONAL VOUCHERS ?
```

You must respond "Y" to the question about optional vouchers, if you want to take discounts. The discount is usually before the due date, and optional vouchers are those defined as "not yet due."

Note that the cut-off date and payment date appear automatically. The program carried these dates forward from the most recent Check Printing or Cash Requirements report. These may be changed.

Your payment decisions are simplified if you obtain a Summary Cash Requirements Report. This will summarize by category (past due, current, and optional) the outstanding vouchers in each A/P account... if the cut-off date and payment date for the cash Requirements are exactly the same as those in the Generalized Payment program.

The Generalized Payment program pays every voucher, in those categories which you select. Therefore, if current vouchers are selected for payment, all current vouchers for all vendors will be paid. This will be done for one Cash or Discount Account only.

All vouchers will be paid in full. Partial payment is not allowed through generalized selection. However, if a partial payment has already been made on a voucher, only the balance will be paid.

Deferral of vouchers for payment may be done. The deferral procedure is #4 on the Payment Preparation Menu.

The pre-check writing report will contain a detailed list of all vouchers by vendor in the categories selected.

The program returns automatically to the Payment Preparation menu.

If you select this screen by mistake, simply answer "N" for NO to all questions.

D-BASIC
Release: 001
Date: 07/31/79



This program allows for individual selection of vouchers for payment. Partial payments are also allowed. Before selecting vouchers, return to the Generalized Payment Selection screen and enter the Payment Date.

When using this format, it will be extremely helpful to obtain a detailed cash requirements report. Vouchers to be paid may be marked directly on the report. The operator may then enter data directly from the report.

You may wish to enter vouchers to be paid directly from processed invoices. The selection process is keyed to the vendor and voucher numbers, not the vendor invoice number. Therefore, if this method is to be used, be certain the voucher number is clearly labeled on each invoice. This will save significant data input time.

After you have entered an Accounts Payable number, or selected all A/P Accounts, the selective payment program displays the format shown below:

```
PAYMENT PREPARATION AND CHECK PRINTING - SELECT VOUCHERS FOR PAYMENT
FOR A/P ACCOUNT:  200-001   ACCOUNTS PAYABLE


                    * VENDOR #          ......

                    * VOUCHER #

                      INVOICE #
                      INVOICE DATE
                      DUE DATE
                      DISCOUNT DATE

                      INVOICE AMT
                      PARTIALS PAID
                      INVOICE BALANCE
                      VALID DISCOUNT
                      INVOICE NET

                    * AMOUNT TO PAY
                    * DISCT TO TAKE
                      NET CHECK AMT
```

1. Enter vendor number and voucher number for the Accounts Payable open item you wish to select for payment.

2. All but 3 remaining items print out automatically.

3. The screen asks "RIGHT VOUCHER?" Answer "Y" (Yes) or "N" (No).

4. If Yes is the answer to the voucher question, the screen inquires, "PAY FULL INVOICE NET?" "Y" = pay the full invoice amount. "N" = pay partial payments. In either case, the voucher is selected for payment.

5. To end the selection of individual vouchers, type "END" in the vendor number position.

You may wish to hold payments on certain vouchers. The program will allow temporary or permanent deferral of any voucher.

Temporary Deferral - All vouchers chosen for temporary deferral are not paid on the check run immediately following the deferral selection. After the check printing run, the temporary deferral status is cleared from the file and the voucher is treated as an undeferred item.

Temporary deferral is often used with generalized payment selection. It defers those vouchers not to be paid. This method may be faster than selecting individual vouchers.

Permanent Deferral - All vouchers chosen for permanent deferral are deferred until such time as they are designated for payment in the selective payment program. Only through this individual selection is the deferral status overridden.

Before any checks are printed, a pre-check writing report should be obtained and verified. The report will detail by vendor each voucher selected for payment, regardless of whether generalized or selective payment is used.

The question appears, "SHOW DEFERRED ITEMS ON REPORT?" If you answer Yes ("Y"), these items print on the report, with a notation beside them that payment has been deferred.

The report prints automatically. Gross amount, discounts taken and net cash are shown for: each vendor, vendor total and grand total. Deferred vouchers may be printed but they will not have a net cash amount. A check will not be printed for a vendor if the vouchers selected result in a credit amount.

Any changes necessary may be made at this time. Other vouchers may be marked for payment, for example, or vouchers may be changed to a deferred or unpaid status.

After printing, the Payment Preparation menu automatically appears.

For this procedure, you need check forms designed to be run through a computer. When you select PRINT CHECKS from the Payment Preparation menu, the message appears:

```
PLEASE MOUNT CHECK FORMS ON PRINTER  ....

(TYPE 'DONE' WHEN READY)
```

When you type "DONE", one check prints out with X's. Check it to see that the figures are properly centered on the form.

The question, "PRINT ANOTHER ALIGNMENT FORM?" appears on the screen. If alignment is okay, answer "N" and proceed to the next step. If not okay, make adjustments and answer "Y." (This item defaults to "Y.") Another X'd form prints out. Repeat the cycle if necessary.

When the check form is properly aligned, the Check Printing program requests the following information.

```
PLEASE ENTER:

     1. CHECK DATE          05/30/79

     2. STARTING CHECK #    000006

     3. STARTING VENDOR #   ALL

     4. ENDING VENDOR #

     5. CASH ACCOUNT #      800 -001  CASH ACCOUNT

     6. DISCNT ACCOUNT #    801 -001  DISCOUNT ACCOUNT
```

It is with this screen that the subselection for each Cash Account Number takes place.

1. Check Date - Required. Numeric only. Format MMDDYY. Defaults to today's date.

2. Starting Check No. - Required. Numeric only. Maximum 6 digits.

3. Starting Vendor No. - Required. 6 digits, alphanumeric. Defaults to ALL. This is the first vendor to be paid, as indicated on the Pre-Check Writing Report. The vendor name appears automatically.

4. Ending Vendor No. - Required. Maximum 6 digits, alphanumeric. Defaults to ALL. The vendor name appears automatically.

5. Cash Account No. - Required. 3-7 digits, numeric only. Description appears automatically. Defaults to what is on the Control File.

6. Discount Account No. - Required. 3-7 digits, numeric only. Description appears automatically. Defaults to what is on the Control File.

The program asks "ANY CHANGE?" If there is none, checks print out automatically.

Each check contains a detailed remittance advice of each voucher paid. There is room for approximately 17 vouchers on each check.

If you have more than 17 vouchers, a check for the entire amount prints, plus details for 17 vouchers. Another check prints with the rest of the voucher detail. On that second check, no dollar amount appears, and the program automatically voids it.

The program then inquires:

ARE ALL THE CHECKS OK?

Checks which are not printed correctly (due to misalignment, printer malfunction, etc.) may be reprinted. The original check is automatically voided. Enter the next check number to be printed. Do not re-enter the original check number.

When all printed checks are okayed by the operator, they are posted. A credit to the cash account is posted to the cash file for the net amount of the checks. A credit to the discount account is generated for discounts taken. A debit is made to the A/P Open file for the gross amount paid.

Check Register

The following message appears after checks are printed and okayed:

```
PLEASE MOUNT REGULAR PAPER ON PRINTER ....

(ENTER 'DONE' WHEN READY)
```

When the operator types "DONE" a Check Register prints out automatically. This register includes not only the checks printed by computer, but all checks that were prepaid, manually paid, or voided since the last check run.

The Register shows the amounts credited to cash and discounts and the amount debited to A/P. It shows each check's gross, discount and net. Vouchers paid on each check are detailed.

When the Check Register has printed out, the program posts and distributes the amounts. Then the Master Menu automatically appears.

D-BASIC
Release: 001
Date: 02/01/79



This program only shows manual and prepaid checks. It is useful at the end of a period when no computer checks have been generated.

The program prints this report automatically. After printing is complete, the program posts and distributes the amounts. Then the Master Menu reappears.

## MASTER MENU Item #9 - Print G/L Distribution Report

This report automatically calculates and prints out what you need for posting distribution to the General Ledger. It provides a summary of dollar amounts to be posted to each account number, and, if you wish, a detailed breakdown of each voucher within the account numbers. As a double check on these amounts, the program also provides an "Accounts Payable Period Summary," giving dates and dollar amounts of computer generated checks and prepaid checks.

### What the Report Contains

Accounts Payable G/L Distribution Report (Summary). Prints automatically.

- Total invoice amounts on any given day
- Subtotals for Account Numbers
- Open items in Accounts Payable accounts
- Paid items in Distribution accounts
- Grand total

These breakdowns show only the dates for which there are invoices, and dollar amounts for those days.

Accounts Payable G/L Distribution Report (Detailed). Optional.

- Open items in Accounts Payable accounts
- Paid items in Distribution Accounts
- Individual voucher amounts
- Subtotals for each account number
- Grand total

This report gives the dollar amount for each individual voucher. It also describes, for each voucher, the vendor number, P.O. number, invoice number, and invoice date.

Accounts Payable Period Summary. Prints automatically.

- New A/P added per accounting day. Includes computer-generated check totals only. This amount is the credit to Accounts Payable. This amount, minus any A/P that is currently open, is the debit to A/P.

- Checks written per cash account per accounting day. Includes both computer-generated and prepaid checks.

- Discounts taken per discount account per accounting day. Includes both computer and prepaid checks. The total of discounts on computer-generated and prepaid checks and manually prepared checks is the credit to discount accounts.

Characteristics of Reports

- Period Ending Date: All distribution entered for transactions on or before the period ending date appears on the reports.
- Transactions with dates later than the period ending date are neither printed nor purged by the program, but are kept on file.
- Transactions made during this accounting period, but which have invoice dates in a previous accounting period, appear on these reports. When entering them into the General Ledger, manually subtract their amounts from the totals for this accounting period. The credit to Accounts Payable (or cash, if it's a prepaid check) must be adjusted for each period also. This is to ensure that financial statements run for previous periods are correct.
- The Grand Total in the G/L Distribution report should equal the total of all accounts in the A/P Period Summary.

Running the Report

The screen requests:

```
PLEASE ENTER

      1. PERIOD ENDING DATE  .....

      2. SHOW DISTRIBUTION DETAIL ?
```

1. Period ending date is required. Very likely it is the date with which an accounting period ends; for example, the end of the month.
2. Answer "Y" or "N." Defaults to "N."

The screen inquires "ANY CHANGE?" If you type "N," the report prints automatically.

Then you are asked if you want to purge vouchers and distribution through the period ending date. The purge affects only the General Ledger report files. When deferred vouchers disappear from this file, they still remain in the Accounts Payable Open files. It is recommended that you purge, when the program asks for it, so that your diskettes do not become too full to hold any more data.

After you reply to the purge question, the Master Menu appears.

To end this program, type "END" in the Period Ending date.

D-BASIC
Release: 001
Date: 07/31/79

**Print Vendor Analysis**

Page 1 of 1

---

**MASTER MENU Item #10 - Print Vendor Analysis**

This program can be obtained any time, as often as desired. This report does not reflect sales activity until the vouchers are paid. For each vendor, the report shows:

- Last activity date
- Purchases year to date (this figure is updated from the A/P Open file, each time the report is run).
- Percent of total purchases this vendor represents
- Discounts year-to-date (this figure is updated from the A/P Open file each time the report is run).
- Percent of total discounts this vendor represents
- Purchases and discounts for the previous year
- Grand totals for this year-to-date and last year
- The average amount of purchases for all vendors.

You may select just one or a few vendors to appear on this report, or you may select all of them. The percentages and averages are calculated on the basis of vendors selected, not on the basis of all vendors on file.

The report prints automatically, and the program returns to the Master Menu.

D-BASIC
Release: 001
Date: 07/31/79

**Clear Year-To-Date Vendor Totals**



## MASTER MENU Item #11 - Clear Year-To-Date Vendor Totals

At the end of your accounting year, after printing out the final Vendor Analysis, you are ready to clear the year-to-date totals and start accumulating year-to-date totals for a new year. This is the program for such action. It erases the old "Last Year" information and replaces it with current year-to-date totals. The current totals are then zero and ready to accumulate a new year.

When you select this program, the screen inquires, "ARE YOU SURE YOU WANT TO CLEAR THESE FIELDS?" If you reply "N," the Master Menu appears and the data is not changed. If you reply "Y," the data is processed as described above, and the Master Menu automatically appears.

## MASTER MENU Item #12 - Reconcile Checks

To assist in reconciling checks after they return from the bank, select this program. It is only available to you if you responded "Y" to the first question in the Accounts Payable Control File ("RECONCILE CHECKS?").

The program keeps a record of all checks paid, both prepaid and computer-generated. If you have more than 1 cash account, the program asks you to enter a cash account number. Then it allows you to tell it which check numbers the bank has paid. Following that, you can select a printout of paid and unpaid checks, for one cash account at a time.

When you have typed in a cash account number, or defaulted to the cash account number on the Control File, the screen displays:

```
PLEASE SELECT APPLICATION .

     1. SELECT PAID CHECKS

     2. PRINT RECONCILIATION REPORT
```

Select #1, "SELECT PAID CHECKS." The day that you select this procedure for marking checks as paid or unpaid is recorded by the program as the "Reconciliation Date" for those checks. The screen display for marking checks paid or unpaid is:

```
A/P CHECK RECONCILIATION - SELECT PAID CHECKS
FOR CASH ACCOUNT:  800 -001 CASH ACCOUNT


          CHECK #      ......

          CHECK DATE

          VENDOR

          AMOUNT
```

Check Number is required. The remaining information appears automatically. If you don't type in a Check Number, pressing "RETURN" will cause the first check on file for that Account Number to appear.

1. Marking Checks as Paid

The screen then asks "RIGHT CHECK?" If you reply "Y," the screen says:

"CHECK MARKED AS PAID. TYPE 'RETURN' TO CONTINUE."

Then you may type in another check number or default to the next one in the file.

After all the checks on file have been marked as paid, for that Account Number, the screen says, "NO MORE CHECKS FOR THIS ACCOUNT."

2. Marking Checks as Unpaid

You may select a check that has already been marked as paid. The screen says, "RIGHT CHECK?" If you reply "Y" (for Yes), the screen says:

"CHECK ALREADY PAID-DO YOU WISH TO MARK AS UNPAID?"

If you respond "Y," the message appears:

"CHECK MARKED AS UNPAID. TYPE 'RETURN' TO CONTINUE"

To end this process, type "END" in the Check Number position. The Check Reconciliation menu appears.

Now select #2, "PRINT RECONCILIATION REPORT." For this report you may wish to show just unpaid checks or, if they are not purged, you may wish to show paid checks as well, with the dates that they were reconciled (marked paid).

The program for report printing asks, "DO YOU WISH TO SHOW PAID CHECKS?" If you reply "N" (No), the listing of unpaid checks prints automatically.

If you reply "Y" (Yes), the program inquires, "FOR WHAT CHECK RECONCILIATION DATE?" This question requires an exact date, not the date that an accounting period ends. It means, the date on which you marked checks as paid, on the computer. "ALL" can be entered to show checks reconciled for several dates. This question defaults to today's date. The report of paid and unpaid checks then prints automatically.

If there are paid checks on file for this account number, the question appears, "PURGE RECONCILED CHECKS JUST PRINTED?" Whether you reply "Y" or "N," the program returns to the beginning and asks for another account number. Type "END" beside this question, to bring back the Master Menu.

Error Correction:

If you discover that a check amount differs from the amount entered in the A/P system, a new voucher must be entered to facilitate the correction.

The correcting factor should be a prepaid voucher. A short description of the correction and incorrect check number may be entered in the P.O. Number and Invoice Number fields. Enter the check number as 000000 to designate that it is a correction only. This correction will appear on the next check register.

The amount of the check should be the difference of the check written and the amount entered. This may be a positive or negative amount. The distribution must be corrected also.

NOTE:

If multiple cash accounts are used, only one cash account may be reconciled at a time.

## MASTER MENU Item #13 - Job File Maintenance

During the Initializing procedure (Item #16 on the Master Menu), you set up a Control File. Question #2 in the Control File set-up was, "WILL JOB NUMBERS BE USED?" If the answer was "Y", then you must set up job files, via Procedure No. 13. The "Y" answer meant: Yes, my company tracks expenditures for individual projects or jobs.

Prior to setting up the job number file, decide what jobs your company is tracking individually and assign each one a number, not more than 6 digits long.

If your company is not tracking expenditures for individual jobs, ignore this procedure.

The Job File, and the distribution of expenses to Job Numbers, are for internal use only. They provide data for a report, but do not have any relationship with the general ledger.

If your company uses Job Numbers:

- The job number and description must be defined in this Job File before the Accounts Payable program will let you distribute any vouchers to it.
- After a job is completed, it may be deleted from this file or left on file for record purposes.
- A job number should not be deleted if anything anywhere else in the system is distributed to it. Individual records, or vendor activity year-to-date, must be purged first. Also, you should print the Job Distribution Report (#13 on Master Menu) before deleting a job number.

The menu for Job File Maintenance is shown below:

```
PLEASE SELECT APPLICATION .

        1. ADD NEW JOBS

        2. CHANGE/INQUIRE JOBS

        3. DELETE JOBS

        4. PRINT OUT JOBS
```

To end this program, type "END" after "PLEASE SELECT APPLICATION".

Add New Jobs

When you are "building the Job File" (adding new jobs), the program prompts as follows:

```
1. JOB #          ......

2. DESCRIPTION
```

1. Job No - Required. Maximum of 6 digits. Numeric only. Must be right justified.

2. Description - Maximum 30 characters. Alphanumeric. Optional; defaults to blank.

When the phrase "ANY CHANGE?" appears, you may change anything in the job number or the description. When you type in "N" for No, the program puts the data on diskette and clears the screen for a new job number.

To end this process, type "END" beside #1, "Job No."

Change/Inquire Jobs

To look at a description or change it, select this program. When you type in the Job Number, the Description automatically appears.

This program works like the "Add" program, except that when it asks, "ANY CHANGE?" it will only allow you to change the description. The job number can no longer be changed, except by deleting it, and entering it as a new "Add." Defaults to "N", no change.

To end this program, type "END" in the Job Number position.

Delete Jobs

To delete a Job Number, select this program. When you type in the Job Number, the Description automatically appears.

When the screen asks, "RIGHT JOB?" type in "N" if it's not the right job or if you are not sure. If you answer "Y" the job is deleted. Defaults to "N."

To end the program, type "END" in the Job Number position.

## Print Out Jobs

When you select this program, the screen display asks for starting and ending Job Numbers. It will only print the ones you request, and in the order you request them.

If you type in "ALL" in the "Starting #" position (this item also defaults to ALL) the report prints out every job, by job number sequence, and returns to the menu for Job File Maintenance. (In this case job numbers are left justified.)

If you type in a starting number (it can be the same as the ending number), the requested jobs print out and the screen again asks for (more) job numbers. To stop this process, type "END" in the Starting Job Number position.

D-BASIC
Release: 001
Date: 02/01/79

**Print Job Distribution Report**

Page 1 of 1

## MASTER MENU Item #14 - Print Job Distribution Report

This report is a valuable tool for tracking expenses of projects your company has in-house. For each Job Number, it shows the amounts currently on file for Accounts Payable and the check amounts distributed to Expense Accounts and any other accounts that checks have been distributed to. The amounts are broken down within the Accounts by voucher number. For each voucher the report also shows vendor number, P.O. number, invoice number, and invoice data.

The program requests the Period Starting Date and Period Ending Date; e.g., the time period you wish the report to cover. Both of these are required and must be entered. The question "ANY CHANGE?" defaults to No.

You have the option of purging all data shown in the report, after the report prints. After you respond to the question on purging, the Master Menu appears.

## MASTER MENU ITEM 15 - BACKUP DATA DISKETTES

This Backup procedure guides the user in making copies of data diskettes. After Initialization (see Procedure 16 from the Master Menu) the program automatically adjusts its instructions to the number of drives and diskettes on your computer; i.e., either 2 drives or 4 drives. (If your computer has 4 drives, it is referred to as having "auxiliary disk drives.")

Your diskettes should be copied (backed up) every day. It is best to keep a duplicate diskette from each of several days in your backup file. This way a mistake which has gone unnoticed for a few days can be recovered.

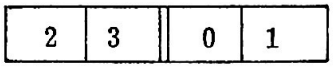
To back up Data Diskettes, the setup is as follows:

1. Accounts Payable System Diskette - you have 1 System Diskette. Sometimes called the "Runtime Diskette," it contains all the procedures for doing Accounts Payable on your Durango F-85. This will be on Drive Ø.

2. Accounts Payable Data Diskette(s), Current - a "current" Data Diskette is one on which you are currently entering your Accounts Payable data. This (these) will be on Drive 1 (2, 3) and should be externally labeled as AP DATA 1 (and AP DATA 2, AP DATA 3).

3. Backup Diskette(s) - you will need as many backup diskettes as you have current data diskettes. Newly formatted diskettes may be used, or backup diskettes filled with old data that has been superseded. These should be externally labeled AP BACKUP 1 (and AP BACKUP 2, AP BACKUP 3) corresponding to the AP DATA 1 (2, or 3).

The auxiliary disk drives are frequently placed next to the F-85 in this sequence.




Drive 1 is usually the drive closest to the keyboard. The System Diskette is always inserted in Drive 0 and the Data Diskettes are placed in their "home" drives - the drives which correspond to their diskette number (e.g., Data 1 goes in Drive 1). During Backup, the Data 1 Diskette is removed from its drive, because each Backup Diskette is inserted in Drive 1. Backing Up proceeds from Data 1 (or from the System Diskette if that contains any permanent data) in numeric sequence through Data 3.

After you select Item 15 from the Master Menu, the following screen appears:

```
PLEASE INSERT THE CURRENT "AP DATA 1" DISKETTE INTO DRIVE 0

PLEASE INSERT THE BACKUP "AP DATA 1" DISKETTE INTO DRIVE 1


          ENTER "DONE" WHEN READY:  ....
```

Note that it is the current data diskette, AP DATA 1, which goes in Drive 0. For this step only, AP DATA 1 is located outside of its "home" unit. That is because Unit 1 must contain the Backup Diskette for the program to work. Note also that the System Diskette must be backed up if it contains permanent data files. If the System Diskette contains permanent data the first screen instructs: "Please insert the AP SYSTEM DISKETTE into Unit 0" rather than starting with "AP DATA 1".

After placing your diskette in the units as instructed, enter "DONE" and press "RETURN". The next instruction is:

```
                BACKUP DATA DISKETTES


                PLEASE TYPE IN "COPYU 0 1"

                :
```

After typing "COPYU Ø 1", press "RETURN". Now the program transfers the contents from the current diskette to the backup diskette.

When the copy is complete, you are asked to replace your "AP SYSTEM" diskette back in Drive Ø.

```
      PLEASE BE SURE "AP SYSTEM" DISKETTE IS IN DRIVE 0


      PLEASE ENTER "DONE" WHEN READY:
```

When your diskettes are back in place, the "LGO" and "BACKUP" appear on the screen.

The Backup program makes sure that there were no errors during the copy. (See the description of Error Messages at the end of this procedure.) If you have a Data 2 Diskette, the next screen which appears is:

```
PLEASE INSERT THE BACKUP "AP DATA 2" DISKETTE INTO DRIVE 1

        ENTER "DONE" WHEN READY:  ....
```

Instructions for backing up AP DATA 2 are similar to the steps described above. The current diskette does not have to be moved from its "home" drive.

When all diskettes are backed up the message appears:

```
YOUR BACKUP PROCEDURE FOR 09/01/79 IS COMPLETE

PLEASE BE SURE THAT ALL OF YOUR CURRENT DATA DISKETTES
      ARE IN THEIR PROPER DRIVE UNITS

DO YOU NEED TO RESTART THIS BACKUP (Y/N)? .
```

If you reply "N", the program returns you to the Master Menu.

Error Messages

Backing up diskettes for the auxiliary drive system means organizing 5 or 7 current and backup diskettes in one workspace. Since some confusion could arise, this program constantly checks for errors. Some of the possible error messages are described below.

* WARNING *

1. BOTH YOUR CURRENT AND YOUR BACKUP DISKETTES ARE DATED 07/27/79

   DO YOU NEED TO INSERT ANOTHER BACKUP DISKETTE (Y/N)?

Here the program checks the date on the backup diskette, so you can make sure you have not accidentally inserted your most current diskette. You have the option of inserting an older Backup Diskette or of answering "N", at which point it will ask if you want to continue. If your Backup Diskette is more current than your "current" diskette, the program will not let you continue. An older backup diskette or newer "current" diskette must be inserted.

* BACKUP PROBLEM *

2. YOUR CURRENT DATA DISKETTE LABEL IS "AP SYSTEM"
   HOWEVER, YOUR BACKUP DATA DISKETTE IS "AP DATA 1"

   THE CURRENT "AP DATA 1" DISKETTE MUST BE INSERTED IN DRIVE Ø
   THE BACKUP "AP DATA 1" DISKETTE MUST BE INSERTED IN DRIVE 1

   ENTER "DONE" WHEN READY, OR "END" TO TERMINATE ....

The program continuously monitors the labels of diskettes to see which drives they belong in.

3. THE DISKETTE ON UNIT 1 CANNOT BE READ BY THE SYSTEM

or:

THE DISKETTE ON UNIT 1 IS WRITE PROTECTED.

In either case the screen continues:

PLEASE INSERT THE CORRECT (FORMATTED) DISKETTE IN UNIT 1
TYPE IN "DONE" WHEN READY, OR "END" TO TERMINATE

After you insert your backup diskette in drive 1, the program looks for the diskette label and last backup date. If the diskette is unformatted, or if it cannot be read, the above error message appears.

4. THE PREVIOUS BACKUP OF UNIT—1 DISKETTE-

"AP DATA 1" HAD ERRORS

DO YOU WANT TO RETRY THIS BACKUP (Y/N)?

The program informs you of errors during processing and allows you to repeat backups that have errors. Errors occur if the system cannot read or write part of your diskette. This could occur after repeated usage or if the backup diskette gets damaged during storage or handling.

5. If you had problems during the backup procedure, and want to re-try the backup of one particular unit, the final Backup message provides that opportunity. It says:

YOUR BACKUP PROCEDURE FOR 07/27/79 IS COMPLETE

PLEASE BE SURE THAT ALL OF YOUR CURRENT DATA DISKETTES
ARE IN THEIR PROPER DRIVE UNITS

DO YOU NEED TO RESTART THIS BACKUP (Y/N)?

Type in "Y" (Yes). The program then asks what unit you'd like to start from. Type in the unit number for the Data Diskette which you had problems backing up (example: Data 2 would be "2"; the System Diskette would be "Ø"). The program starts from that unit number and proceeds as above.

NOTE: DO NOT USE THE "COPYU" COMMAND OUTSIDE OF THE BACKUP PROGRAM, AS IT DOES NOT HAVE PRECAUTIONARY MESSAGES. ERROR CHECKING IS DONE ONLY WITHIN THE BACKUP PROGRAM.

D-BASIC
Release: 001
Date: 07/31/79

**Initialize A/P System**



---

**MASTER MENU Item #16 - Initialize A/P System**

In order to use your Accounts Payable software, you must initialize it. Your dealer may wish to do this for you. Initializing the software system tailors it to your company's unique needs. These procedures tell the computer how much room to create on the diskette for each type of file based on your company's current size and estimated growth. Initializing makes it possible for your company name to print out on reports and permanently stores account numbers which your company has decided to use.

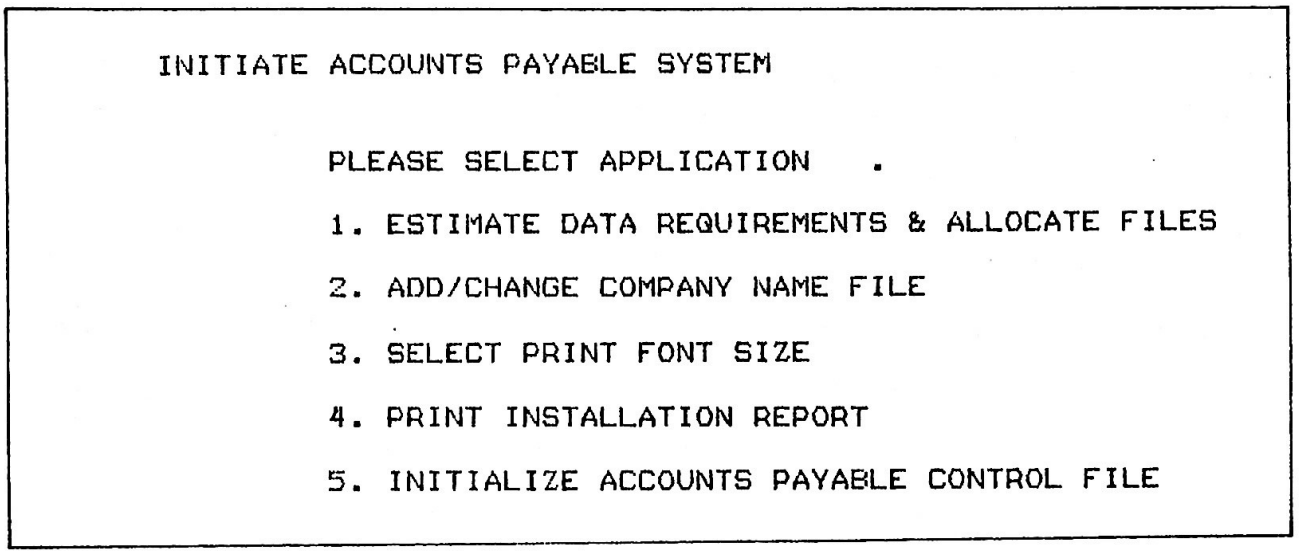
Your Accounts Payable Software system only needs to be initialized once; the first time you use it. In the event that you want to change something (such as the company name, or address, or accounting codes), you can do those initializing procedures again. Do not, however, do the "Allocate Files" procedure again.

Items you will need to Initialize the Accounts Payable System are:

1. The Accounts Payable System Diskette.
2. Formatted Diskette(s) should be labelled "AP DATA 1", "AP DATA 2" and so on; the numbers correspond to their "home" drives.
3. Your Accounts Payable Operators Instructions.
4. Estimated counts prepared.
5. A list of the accounting numbers your company has decided to use for:

    a) Accounts Payable
    b) Cash Accounts
    c) Discount Accounts
    d) Other accounts, such as Expenses, Withholding tax, Interest

Type in "16" on the Master Menu to get the "Initialize A/P System" procedure. The screen then shows the menu for initializing the system. Select #1, "ESTIMATE DATA REQUIREMENTS AND ALLOCATE FILES."



D-BASIC
Relase: 001
Date: 07/31/79



---

**16-1**

This procedure may have been performed by your authorized Durango dealer prior to delivering the system to you. It is only presented here to have complete documentation. This program creates data files that are sized according to your estimated number of transactions and your estimated number of customers, salespeople, and monthly commissions. It automatically allocates the files among the number of diskettes that your company uses (e.g., 1, 2 or 3 data diskettes). The data diskettes should be externally labeled "AP DATA 1" or "AP DATA 2", corresponding to which drive it is allocated in.

Upon selecting #1 from "Initiate Accounts Payable", the following screen appears:

```
ESTIMATE DATA REQUIREMENTS FOR ACCOUNTS PAYABLE

  DISKETTE CONFIGURATION: (2 OR 4 UNITS)?
  HARD DISK CONFIGURATION: (0 OR 1 DISKS)?
  MAXIMUM NUMBER OF VENDORS?
  MAXIMUM NUMBER OF JOBS?
  MAXIMUM NUMBER DAILY TRANSACTIONS?
  AVERAGE NUMBER OF DISTRIBUTIONS PER TRANSACTION?
  MAXIMUM NUMBER OPEN VOUCHER ITEMS PER MONTH?
  MAXIMUM NUMBER OF G/L ACCOUNTS?
  ARE YOU GOING TO RECONCILE CHECKS?
```

After the operator enters the requested information and responds "N" (No) to "ANY CHANGE?", the program calculates the required file sizes. The disk requirements are automatically displayed on the screen:

```
                          BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
FILE    ORG   # RECD    DATA : KEY    ON/OFF   DATA : KEY   ON/OFF  DATA  KEY

GACFIL   I      50      5    : 4       0        3 : 3
VENFIL   I     100      40   : 6       0        2 : 2
NAPTRX   I     200      49   : 9       0        1 : 1
NAPDIS   I    1000      63   : 93      0        1 : 1
APOFIL   I     500      129  : 32      0        2 : 2
APDIST   I    2500      201  : 181     0        3 : 3
APJHFL   I    1700      206  : 156     0        3 : 3
AGSFIL   I     500      75   : 20      0        1 : 1
CRSFIL   I     500      92   : 20      0        1 : 1
APCRFL   I     500      45   : 39      0        3 : 3
JOBFIL   I     100      8    : 6       0        3 : 3
VENIDX   I     100      6    : 11      0        2 : 2
APCRIX   I     500      43   : 48      0        1 : 1
GLDIDX   I    2500      137  : 159     0        1 : 1
APCTL    R     2        1    :         0        1 :
APPASS   R     2        1    :         0        1 :

PRESS RETURN TO LIST MORE FILE REQUIREMENTS
```

Two screens are required to list all the A/P files after you press "RETURN" the following screen appears.

```
DISK REQUIREMENTS - ACCOUNTS PAYABLE

                                BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
  FILE    ORG    # RECD      DATA : KEY    ON/OFF   DATA : KEY    ON/OFF  DATA  KEY

 CONAME    S       5          1    :         0         1 :
 STMENT    S       1          1    :         0         1 :









UNIT/BLOCK TOTALS:  0 / 911 .. 1 / 850 .. 2 / 244 .. 3 / 871 ..
DO YOU WANT TO RE-ESTIMATE THE DATA REQUIREMENTS (Y/N)? .
```

Most of the information on this screen does not concern the average user. You need only look at the messages at the bottom of the screen.

1. Unit/Block Totals: x/xxxx — The number in front of the slash (/) is the Unit or Drive number. The numbers behind the slash represent the total blocks needed for the files for the diskette in that drive. If the needed files are too big for the diskette, a pair of asterisks appears to the right of the Unit/Block number.

   For example, if you have too much data for your Data 2 Diskette, the Unit/Block number might read "2/ 1268 ** ". The asterisks indicate the files will not fit, and an additional message appears:

   *** THE PRESENT CONFIGURATION WILL
   NOT FIT AS SET UP . . . . PRESS RETURN ***

2. Do You Want to Re-Estimate the Data Requirements (Y/N)? — If one of your diskettes is too full, you may want to enter your counts again. Perhaps you made a typing error. When you re-estimate the counts, each item on the "Estimate Data Requirements" screen defaults to the number previously entered there.

   If, after re-estimating, your files still do not fit on the diskettes, see "NOTE" at end of this procedure.

   After you reply "N" to this question, a second question appears:

3. Do You Want to Override the Default Unit (Y/N)? — If your files fit the diskettes, the answer to this is "N", (No). (Default Units are the drives to which the program has automatically assigned each file.) Then the screen asks,

4. OK To Start Allocation (Y/N)? — As long as your estimated file sizes fit into space available on each diskette, the answer to this may be "Y".

While allocation is taking place, the following screen appears:

```
        ALLOCATING FILES FOR  ACCOUNTS PAYABLE




              PROCESSING OCCURRING  . . .  PLEASE WAIT
```

NOTE: Do not allocate if the screen indicates that one or more of your diskettes cannot hold the data you estimate you will have. At that point, you should move some of the files to diskettes which have room for them. This "override" of the assigning of files is best done by your dealer.

When allocation is complete, the Initiate menu appears. Select Item 2.

Error Message — If a message appears on the screen, "PERFORM DISK CLEANUP AND RESTART PROGRAM ... " one of your data diskettes has old files on it. The program will only allocate files to blank, formatted diskettes. Press "RETURN" and begin the Initiate procedure again, with fresh diskettes.

D-BASIC
Release: 001
Date: 07/31/79

Initialize A/P
System
**Add/Change**
**Company Name File**
Page 1 of 1

**16-2**

When you print reports, the computer "finds" the company name in this file and prints it out as part of the report heading. For procedure 16-2, the screen displays:

```
SET UP COMPANY NAME


  COMPANY NAME
  ..................................................
  ADDRESS LINE-1
  ..................................................
  ADDRESS LINE-2
  ..................................................
  ADDRESS LINE-3
  ..................................................
  ADDRESS LINE-4
  ..................................................
```

Each line can contain a maximum of 50 characters, including both letters and numbers. If you press "RETURN," nothing appears in that line.

When you are through entering "ADDRESS LINE-4," the question appears, "DO YOU WISH TO MAKE CORRECTIONS? Y/N?" A No ("N") answer causes the Initializing menu to reappear. Pressing "RETURN" causes a default to No.

If you type in "Y" (Yes), the screen positions you to the first line, "COMPANY NAME." Go ahead and enter any changes.

When the Initializing menu appears, at the end of this procedure, select #3, "Select Print Font Size."

D-BASIC
Release: 001
Date: 07/31/79

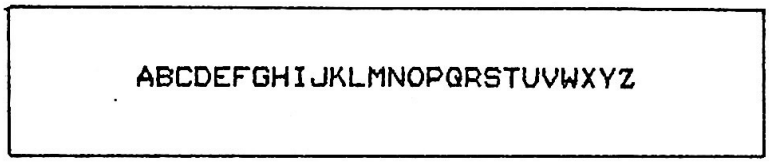


---

**16-3**

This procedure is optional. Your reports will print in the normal size (132 characters per line) if you do not select it. If you would like the compressed font (217 characters per line), answer "C" to the question,

WHAT SIZE PRINT FONT DO YOU WANT TO USE?




Example of Normal Print Size

Example of Compressed Print Size

---

**16-4**

You may not select this procedure until Procedure 1 (Estimate Disk Requirements and Allocate Files) has taken place. The Installation Report begins to print as soon as Item 4 is selected from the Initiate menu. Be sure you have installed paper in your F-85.

The Installation report is a summary of the "Disk Requirements" which were allocated in Procedure #1 of the Initiate program. It gives you a printed, permanent record of which files are on which diskettes and how many records you estimated the file would need to hold.

When the report is printed, the Initiate menu appears. Select Procedure 5, "Initialize Accounts Payable Control File."

# GLOSSARY

Working Definitions of Terms
Used in Operating the F-85

**Alphanumeric** — Characters which are either letters or numbers or symbols, such as + , $ etc.

**Application Package** — A set of computer programs used to solve particular problems; i.e., accounting, scientific, financial, etc.

**Applications Program** — A program written to accomplish a specific user task (such as payroll calculations). Not all programs are for users; some programs are used by programmers to produce other programs.

**Backup Diskette** — A diskette which is a copy of another diskette is a "backup diskette." (Note: You will want to copy every diskette you have in case one is damaged or erased accidentally.)

**Character** — A single letter, number or symbol.

**Command** — An instruction given to the computer via the keyboard.

**Computer** — A unique machine that combines several functions: it records information (both words and numbers); plays back information (on a screen); manipulates information (performing calculations with numbers, and adding or deleting groups of words); and prints out information (words, numbers, and combinations of the two). The computer combines all these functions in one machine (eliminating several intermediate machines as well as a great deal of repetition and paperwork). The programmer can change the computer's operating rules in a variety of ways.

**CR** — CR stands for "Carriage Return" and is the same as the "RETURN" key on your Durango F-85.

**CRT** — Cathode Ray Tube. Video Display Unit (VDU) screen.

**Cursor** — The cursor is like a pointer on your video screen, and tells you what the computer is "looking at." It's a short line, about the length of an underscore. It moves as you type in answers and tells you where the next letter you can type will appear on the screen.

**Data** — Denotes any or all facts, numbers, letters, or symbols which can be stored, processed, or produced by a computer.

**Data Entry**

This simple noun phrase is a summary. It means: "The operator types answers (words and/or numbers) into the computer from the keyboard." The computer can copy data from other diskettes, and can select parts of the data on one diskette, but data entry must be done by an operator.

**D-BASIC**

The name of the language which Durango programmers use to talk to the computer. It consists of a set of commands that tell the computer what sequence to do things in (e.g., print question, wait for answer).

**Default**

Basically this term means that if you do not type in an answer, the computer will automatically provide one. For an explanation of when and how to use the "default" feature see "General Data Entry Rules."

**Disk Drive**

Something like the turntable and needle in a record player. Your diskette containing data, is the "record." As it revolves rapidly, the disk drive scans what is recorded there; feeding whatever data you want to the screen or the printer. The drive also positions to the appropriate file space when the computer is delivering information to be recorded.

**Diskette**

Round disks of plastic, coated with a ferro oxide material and encased in square envelopes of black paper. Both the paper and the diskette have a round hole in the middle. The paper casing also contains an oval cutout. These diskettes are specially made to receive and hold very tiny magnetic impulses from the computer. The computer can, in turn, "read" these impulses and translate them into letters and numbers. (Note: see the "F-85 Operators Manual" for instructions on handling and storing your diskettes). Diskettes are equally receptive to both "programs" (instructions) and "data" (records).

**Document**

A paper form, such as an invoice or credit memo, which contains written or printed data. The operator types this data from the document into the computer. Forms printed out by the computer, (statements or reports) may also be called documents.

**Drive (Unit)**

See "Disk Drive." Drive 1, or Unit 1, is the vertical slot closest to the keyboard. Drive 0 is the vertical slot to the left of Drive 1. Additional drives would have unit numbers 2 and 3.

**Edit**

To modify a body of data by deleting, inserting, or changing characters. Also, to check data for accuracy.

**Error**

A phrase that prints out on your screen when your answer is too long or should be in numbers instead of letters, or is for some other reason not recognizable to the computer. The message tells you what to do next. Also, program errors

occur when a particular program instruction cannot be executed, usually due to a flaw in the program. (Note: If you don't understand the message, check the "Video Display Error Message Table" in your F-85 Operators Manual. If you don't find it there, check your D-BASIC Reference Manual or call your dealer.)

**Field** — The area that your programmer has allocated to a particular part of a record on the diskettes or on the video screen. An example would be the name field on the customer file.

**File** — Sets of similar records, possibly contained on your diskette. One diskette will hold several files. Like file cabinet drawers, each file has a name (e.g., salesperson file, customer file).

**File Maintenance** — A procedure used to keep a file up to date by adding, modifying, or deleting information.

**Floppy Diskette** — Flexible magnetic disk used for storage of information.

**Format** — A procedure for preparing factory-fresh diskettes to hold data. This procedure "marks" various sectors of the diskette with magnetic index labels.

**Hardware** — Refers to the physical aspects of the computer; the keyboard, the disk drives, the printer, the screen, most of the insides, and the cover and any attachments. These are the "hard" components of a computer system, in contrast to the "soft" or programming instructions.

**Initialize** — Setting up the files and options for your particular business (entering your company name and estimating the number of records you will be entering as data). Includes setting up file sizes (allocating) according to your particular estimates.

**Input** — The process of typing information into the computer via the keyboard. (You can either input your records, or you can refer to the records you have as "input.")

**Inquiry** — Procedure for telling the computer to display specific information.

**Interfaces** — Connections and communications between units of computer equipment. Also used to describe processing between two or more application packages.

**Key** — The identifying information or field within a record. For example, the customer number is the key to the customer record; that means the computer must have that information to display that record for you. A second meaning, unrelated, is a key on the keyboard.

| | |
|---|---|
| **Language** | Set of words and rules programmers use to give the computer instructions. The name of the language on your F-85 application software is D-BASIC. |
| **Load** | To take information from auxiliary or external storage (such as a diskette) and place it into memory storage, within the computer. |
| **Load the System** | An instruction or key which causes the computer to load the Operating System into computer memory, making programs and routines available for use. |
| **Master Menu** | The main list of functions available within an application program (e.g., print reports, input data). |
| **Menu** | A list of procedures that allows the operator to choose the desired one. |
| **Module** | Term used by programmers. Refers to a program unit that performs a discrete and identifiable task. |
| **Numeric** | Numbers, rather than letters; 0 - 9. |
| **Object Code** | Term used by programmers. Refers to the machine executable code resulting from an assembler or compiler. |
| **Operating System** | A set of programs and routines which interprets operator commands, handles program control, and performs supporting functions such as scheduling and input/output commands. DX-85 is the F-85's operating system. |
| **Output** | Refers to information and data transferred from the internal storage of a computer to output devices (like a printer or a screen) or external storage (like a diskette). |
| **Post** | The process of taking a transaction from data entry or a temporary transaction file and updating the information onto a permanent file. |
| **Print Programs** | Procedures for directing the computer to organize and print out a report. |
| **Printer** | The automatic typing device which produces reports on paper. |
| **Program** | A series of instructions telling the computer how to process information (what to do and when) in performing a desired operation (e.g., the solution of a mathematical problem or the collation of a set of data). Some programs (applications programs) process information for special subjects (accounting, research, law, medicine, etc.). |

**Programmer** — A person who prepares programs. Specializes in computer languages such as D-BASIC. Programming begins with understanding of the problem, designing the logic, writing the program code, and testing and removing any flaws so that the programs are reliably running. The programmer generally also documents the program functions and characteristics.

**Prompt** — A phrase or a question (or, sometimes, a blinking cursor) appearing on the screen to which the operator must respond (via the keyboard).

**Purge** — A process which deletes information from a designated file.

**Record** — A group of related facts (fields). For example, one customer with name, address, total sales, etc. is a record in the customer file.

**Software** — Refers to programs written and sold for use with computers. Software is contained on a medium, such as tapes, disks, diskettes, or mini-diskettes. Software examples are programs, Application Packages, Utilities, Operating System.

**Source Code** — The form of a program as the programmer has coded it. Compilers or assemblers convert the source code to object programs which are machine executable.

**Submenu** — A list of preselected options. An example is the submenu for shipping codes in the customer file.

**Transaction** — An invoice, credit memo, debit memo, finance charge, or cash receipt - any individual change, addition, or deletion to a master record.

**TRX** — Abbreviation for "transaction".

**Update** — The process of changing, adding, or deleting data held in "the system and data files" (e.g., on the diskettes).

**Utility** — Certain programs designed to perform specific system functions such as copying, creating, and deleting files. Programs that usually perform single general tasks.

**VDU** — Video Display Unit, or screen, on which the computer shows its questions and your responses. Some call this piece of hardware the CRT, which stands for Cathode Ray Tube.

**Verify** — Determining whether an operation has been completed accurately.

# APPENDIX

The A/P system has been designed to satisfy functions other than accounts payable. It may be used for other liabilities. Methods of accounting for certain liabilities may appear somewhat unorthodox, but accounting accuracy is maintained.

Assets:

If assets are purchased for cash or with a liability to accounts payable, enter the transaction as a regular voucher and distribute to the proper asset accounts.

However, if a capital asset is purchased with the corresponding liability to a long-term payable (leases, mortgage notes, etc.), it is advisable to record the initial journal entry in the General Ledger. Payments may be recorded through the A/P system.

Withholding Taxes Payable:

If a manual check is written, enter it as a prepaid check with distribution to the withholding accounts.

If a computer check is to be written:

1. Enter the amount to be paid as the invoice amount. Separate withholding by federal, state, city, etc. The agency the check is sent to must exist in the vendor file. If a deposit is made to a bank, the bank will be the vendor. The payable account will be the tax payable account.

2. Federal Withholding Tax: Distribute the amount withheld from the employee's wages to the Federal Withholding account (debit the withholding account). Enter the same withholding account for the payable account. This results in both a credit to that account and an offsetting entry to the same withholding account.

   This procedure is followed only to allow the voucher to be put on file for payment. When the payment is made, the program automatically debits the withholding account.

3. FICA - Employer's Share:

   A. If the employer's portion of FICA was recorded in the General Ledger with the payroll entry, follow the same procedure as for Federal Withholding.

   B. If you desire, you may enter the FICA expenses in Accounts Payable rather than Payroll. This may be done on the same voucher as Federal Withholding if only one Federal Withholding account is used for FICA and Federal Withholding. It is recommended that this be a separate voucher. Instead of debiting the Tax Payable account, debit the FICA Expense account.

When a check is printed, all withheld tax vouchers may be paid on the same check. The remittance will detail the pay periods for which payment is being rendered and separate the amount withheld from employees and the employer's liability.

4. State and Other Withholding: State tax laws vary greatly. Depending on the method of payment, you may not be able to use the Accounts Payable system.

   NOTE:

   There is a duplicate entry to the withholding accounts when the new voucher is entered. However, this is an offsetting entry which will have no effect on the balance sheet.

Sales Tax Payable:

If a manual check is written, enter it as a prepaid check with the distribution to the proper payable account.

If you wish the computer to print the tax check, enter a new voucher with sales tax as the payable account. Distribute to the same tax payable account. This produces an offsetting entry which will not affect the general ledger balance sheet and serves only to allow computer payment. When the check is written, the taxes payable account is automatically debited.

Other Taxes Payable:

If a tax bill is to be paid in installments (e.g., property taxes are often due in December and May):

1. When a bill is initially received, enter each payment due on a separate voucher. The invoice date should be the date you wish the distribution and liability to be recognized.

2. Though the vouchers are on file, they will not be posted until the proper accounting period since posting occurs by invoice date.

3. The vouchers will be shown on cash requirements reports as they become due.

Accruals:

If accruals are to be entered through the Accounts Payable system:

1. Enter the accrual as an adjustment voucher. Distribute expenses to the proper expense account and credit the accrual account.

2. To reverse the entry, enter the reversing entry on an adjusting voucher.

   NOTE:

   Though accrual entries may be made through the Accounts Payable system, it is recommended that these entries be made on the General Ledger level.

Lease and Fixed Payments:

1. Payments for Expenses: Certain payments are made with regularity against least obligations (for example, rent or a leased car). You may desire to enter recurring payments for a number of periods and store them in the system.

   Ex., rent for the next six months will be $4,000 per month; payable the first of each month. Six vouchers are entered, one for each payment.

   A. A Rent Payable account must exist or an A/P suspense account may be used for all transactions similar to this.

   B. When entering each voucher, the invoice and due dates will be the first of the month in which the payment is due.

   C. Enter the rent payable account (or suspense account) as the payable account number.

   D. Enter the distribution to the proper rent expense.

   The result will be:

   a) Rent will appear on cash requirements reports.
   b) Checks may be printed by the computer.
   c) The entries are made as follows:

   First of each month the computer will generate the entry:

| | DR | CR |
|---|---|---|
| Rent Expense | 4,000 | |
| Rent Payable | | 4,000 |

   When the check is printed:

| | DR | CR |
|---|---|---|
| Rent Payable | 4,000 | |
| Cash | | 4,000 |

Since the computer posts entries according to invoice date, only entries with dates corresponding to the accounting period are posted to the General Ledger each period. Only transactions with a date on or before the period ending date are posted each period. Therefore, all transactions with dates after the period ending date are not posted but they are kept on file. This assures that the General Ledger entries are correct.

If changes in the amount of the payment made each period occur after these vouchers are entered and posted to the A/P Open file, a credit voucher should be entered for each remaining payment and the new payments should be entered.

It is recommended that only payments for one fiscal year be entered.

2. Other Fixed Debt Payments: You may set up other types of fixed payments in a manner similar to that outlined above. Most likely, some interest will be involved.

The original entry to record the debt and purchase of the asset, receipt of cash, etc, should be made in the General Ledger.

When entering periodic payments, use the debt account number as the payable account number. The invoice date should be the day the payment is to be made.

The invoice amount will be the amount of the payment to be rendered. For distribution, enter the amount of the payment attributable to interest and the amount to be applied against principle.

The entry resulting from this transaction is:

| | DR | CR |
|---|---|---|
| Interest Expense | x | |
| Leases Payable (or Debt) | x | |
| Leases Payable (or Debt) | | xx |

This entry alone is incorrect. However, when the payment is made, the following entry is generated:

| | DR | CR |
|---|---|---|
| Leases Payable (or Debt) | xx | |
| Cash | | xx |

The debt account is debited for the invoice amount of the voucher. This offsets the initial credit entry to that account and leaves the following entry.

| | DR | CR |
|---|---|---|
| Interest Expense | x | |
| Leases Payable (or Debt) | x | |
| Cash | | xx |

This is the correct entry.

Note, however, that both transactions must occur for the correct entry to be generated. It is vitally important that the invoice date and payment date occur in the same accounting period. Failure to do this will result in an error on that period's financial statement.

As with payment of fixed expenses, it is recommended that only payments for one fiscal year be entered.

Bank Charges:

Certain bank charges are deducted directly from your bank account. You may choose to account for these in the Accounts Payable system. This is recommended if the A/P check reconciliation is to be used.

Bank charges should be entered as a prepaid voucher with distribution to the proper expense account.

You may enter a description of the charge in P.O. or Invoice field. Each check number should be 000000. The computer will allow up to 99 of these zero check numbers per posting.

Each zero check number will appear on the next check register printed. This will also store these amounts for the check reconciliation program.

**Your Company Name and Address**

STUB NO.

| OUR REF. NO. | YOUR INV. NO. | INV. DATE | INVOICE AMOUNT | AMOUNT PAID | DISCOUNT TAKEN | NET CHECK AMOUNT |
|---|---|---|---|---|---|---|
| | | | | | | |

| CONTROL NO. | CHECK DATE |
|---|---|
| | |

CHECK NO. 11008

**Y O U R  C O M P A N Y**

**N A M E**

| CHECK AMOUNT |
|---|
| |

PAY
TO THE
ORDER OF

V O I D

95

# SECTION 3
# SYSTEM NOTES

SECTION 3
SYSTEM NOTES

# SECTION III

# SYSTEM NOTES

CONTENTS


Formatting Diskettes . . . . . 1

Backup A/P Diskette . . . . . 2

Create Runtime A/P Diskette . . . . . 3

Estimate Disk Space Requirements . . . . . 4

Initialize Procedures . . . . . 22

Technical Notes . . . . . 22

Line Number Conventions . . . . . 25

System Considerations - DX-85 Release 1 Version 3 . . . . 27

The purposes of Section 3 are:

1. To provide the dealer with procedures for preparing diskettes, prior to initializing the Accounts Payable software, and:

2. To provide technical information on disk space requirements and descriptions of the files contained on the Accounts Payable diskettes.

The Accounts Payable software system consists of three diskettes:

1. Accounts Payable Object Diskette

2. Accounts Payable Source-1 Diskette

3. Accounts Payable Source-2 Diskette

It is highly recommended that all diskettes be backed up (copied) before initializing the system. The first step in copying diskettes is formatting blank, factory-fresh diskettes.

## A. FORMATTING DISKETTES

A diskette will not receive programming instructions nor data from other diskettes until it has been formatted. The necessary materials include:

One (or more) blank diskette(s)
DX-85 Operating System diskette
F-85 Durango Computer, installed and tested.

To format a diskette:

1. Turn on the F-85 Computer

2. Insert the DX-85 Operating System diskette in Drive 0.

3. Insert the blank diskette in Drive 1.

4. While holding the "CODE" key down, depress the "LOAD" key. The screen will display a message: "DX-85 VER XXX-nnk"

5. When the symbol ":" appears, type in the word "FORMAT" and press the "RETURN" key.

6. The phrase, "WHAT DRIVE?" will appear on the screen.

7. Type in the number "1," which is the drive that holds the blank diskette.

8. A phrase on the screen asks you to name the diskette. Name it for the programs or files you will be putting on it after it is formatted. Limit the title to 10 characters.

9. A phrase on the screen asks you for your name, and here you have room for 20 characters.

10. A phrase on the screen asks you for a date. Enter either today's date or the date of the program version which you will be copying.

11. Then press "RETURN". A series of numbers appears (these are the track #s being formatted or verified) in the upper right hand corner of the screen.

12. When the disk is formatted, the phrase "Formatting Complete" will appear at the bottom of the screen.

13. Occasionally while formatting, the screen will display the message, "VERIFY ERROR (Track Number)". A diskette with verify errors cannot be used by our system.

B. BACKUP ACCOUNTS PAYABLE DISKETTES (Object and Source)

After formatting, the next step is copying programs onto the fresh diskette. To back up the Accounts Payable software, assemble the following items:

1. Accounts Payable Object Diskette

2. Accounts Payable Source Diskettes

3. DX-85 Operating System Diskette

4. Four empty diskettes, formatted.

5. An F-85 computer, assembled and running. (See your F-85 Operator's Manual.)

The procedure is as follows:

1. Insert your DX-85 Operating System diskette in Drive 0.

2. Press "CODE" and "LOAD" keys.

3. After ":" appears on the screen, type "LOAD COPY".

4. When ":" again appears, remove your DX-85 System diskette.

5. Insert ACCOUNTS PAYABLE OBJECT DISKETTE in Drive 0.

6. Insert a new formatted diskette in Drive 1.

7. Enter "G * TO /1 ".

8. If the diskette in Drive 1 already has data on it, the prompt:

   "DESTINATION DISK CONTAINS ACTIVE FILES. CONTINUE?"

   appears. Be sure the diskette in Drive 1 contains no information you want to keep. Then type "Y". Wait for screen to display "COPY COMPLETE".

9. Remove both diskettes.

10. To backup the Source diskettes, follow steps 5 through 9; however, at Step 5, insert Accounts Payable Source Diskettes in Drive 0.

If more information is desired on the COPY utility, see your DBASIC Manual.

## C. CREATE RUNTIME ACCOUNTS PAYABLE DISKETTE

The goal of this procedure is to create a diskette which contains not only the Accounts Payable programs, but also programs from the DX-85 Operating System Diskette. The result is called the "Runtime Diskette."

| | | | |
|---|---|---|---|
| Operating System Programs | | | |
| + (plus) | Accounts Payable Object Code | = (equals) | Accounts Payable Runtime Diskette |

The Operating System Programs are:

| | |
|---|---|
| SYSDnn | DX-85 Operating System |
| STARTU.SYS | System Initialize Program |
| LGO | Interpreter Processor |
| COPYU | Copy Utility |

Items needed for this procedure include:

- DX-85 Operating System Diskette
- Formatted diskette
- Accounts Payable Object Code diskette
- F-85 Computer

Proceed as follows:

1. Insert DX-85 System Operating diskette in Drive 0.

2. Insert newly formatted diskette in Drive 1.

3. Press "CODE LOAD" keys.

4. Copy the Operating System Programs onto the new one in Drive 1.

   a. Type in "COPY SYSDnn,STARTU.SYS,LGO,COPYU TO /1"

   b. When all the files on the F-85 Operating System diskette have been copied onto the new diskette, the phrase "Copying Complete" will appear at the bottom of the screen.

5. Copy the Accounts Payable Object diskette.

   a. Type "LOAD COPY". Wait for ":" to appear on the screen.

   b. Remove diskette from Drive 0.

   c. Insert Accounts Payable Object diskette in Drive 0.

   d. Type "G * TO /1" and press "RETURN".

   e. The computer will copy all Accounts Payable programs from Drive 0 to Drive 1. While copying each program, the screen will display the program name copied.

After creating the Runtime diskette, this can be backed up by using Procedure B.

D. ESTIMATE DISK SPACE REQUIREMENTS

Your runtime Diskette is now complete, except for initialization. The next step is to obtain the customer's estimate for the maximum data volumes the company will have on diskette at one time.

The total disk space requirement can be computed manually by using the DISK SPACE REQUIREMENTS form (page 5) in conjunction with the following File tables. Otherwise, the disk space requirements can be automatically computed by the Initialize Program contained on the Accounts Payable Runtime Diskette.

| | | Files | Answer | Required Blocks |
|---|---|---|---|---|
| 1. | What is the maximum number of vendors you have at one time? | VENFIL<br>VENIDX | _____<br>_____ | _____<br>_____ |
| 2. | What is the maximum number of jobs or projects you want to distribute to? (If you do not use job #'s, Items #2 and #3 automatically allocate for 1 record.) | JOBFIL | _____ | _____ |
| 3. | Answer #2 X 17 = | APJHFL | _____ | _____ |
| 4. | What is the maximum number of vouchers (transactions) you have per day? | NAPTRX | _____ | _____ |
| 5. | What is the average number of distributions per voucher? | | _____ | |
| 6. | Answer #4 X Answer #5 = | NAPDIS | _____ | _____ |
| 7. | What is the maximum of open vouchers per month? | APOFIL<br>AGSFIL<br>CRSFIL<br>APCRIX | _____<br>_____<br>_____<br>_____ | _____<br>_____<br>_____<br>_____ |
| 8. | Answer #7 X #5 | APDIST | _____ | _____ |
| 9. | Answer #7 X #5 | GLDIDX | _____ | _____ |
| 10. | Are you going to reconcile checks?<br>If Yes - Answer #5<br>If No - Add blocks for 1 record only | APCRFL<br>APCRFL | _____<br>1 | _____<br>1 |
| 11. | What is the maximum number of G/L accounts you have? (All A/P accounts, cash accounts, discount accounts, distribution accounts) | DACFIL | _____ | _____ |

Total Number of Blocks _____

Add blocks for miscellaneous files 45

| | |
|---|---|
| $DIRECTORY | 16 |
| BACKUP.CTL | 1 |
| COPYU | 18 |
| APCTL | 2 |
| APPASS | 2 |
| CONAME | 5 |
| STMENT | 1 |

Total Number of Blocks Required _____

Note: COPYU must be resident on Data 1 Diskette.

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 46 |
| 200 | 89 |
| 300 | 132 |
| 400 | 175 |
| 500 | 219 |
| 600 | 262 |
| 700 | 304 |
| 800 | 347 |
| 900 | 391 |
| 1000 | 436 |
| 1100 | 479 |
| 1200 | 522 |
| 1300 | 564 |
| 1400 | 608 |
| 1500 | 651 |
| 1600 | 694 |
| 1700 | 737 |
| 1800 | 781 |
| 1900 | 824 |
| 2000 | 867 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 17 |
| 200 | 32 |
| 300 | 46 |
| 400 | 61 |
| 500 | 75 |
| 600 | 89 |
| 700 | 103 |
| 800 | 118 |
| 900 | 132 |
| 1000 | 146 |
| 1100 | 161 |
| 1200 | 175 |
| 1300 | 190 |
| 1400 | 203 |
| 1500 | 218 |
| 1600 | 233 |
| 1700 | 246 |
| 1800 | 262 |
| 1900 | 278 |
| 2000 | 291 |
| 2100 | 305 |
| 2200 | 321 |
| 2300 | 334 |
| 2400 | 348 |
| 2500 | 363 |
| 2600 | 378 |
| 2700 | 391 |
| 2800 | 406 |
| 2900 | 420 |
| 3000 | 434 |
| 3100 | 449 |
| 3200 | 463 |
| 3300 | 477 |
| 3400 | 492 |
| 3500 | 507 |
| 3600 | 520 |
| 3700 | 536 |
| 3800 | 550 |
| 3900 | 564 |
| 4000 | 578 |
| 4100 | 593 |
| 4200 | 607 |
| 4300 | 621 |
| 4400 | 636 |
| 4500 | 650 |
| 4600 | 664 |
| 4700 | 678 |
| 4800 | 693 |
| 4900 | 708 |
| 5000 | 721 |
| 5100 | 735 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 14 |
| 200 | 25 |
| 300 | 36 |
| 400 | 47 |
| 500 | 59 |
| 600 | 69 |
| 700 | 80 |
| 800 | 91 |
| 900 | 103 |
| 1000 | 116 |
| 1100 | 126 |
| 1200 | 137 |
| 1300 | 148 |
| 1400 | 160 |
| 1500 | 171 |
| 1600 | 181 |
| 1700 | 192 |
| 1800 | 204 |
| 1900 | 215 |
| 2000 | 227 |
| 2100 | 238 |
| 2200 | 248 |
| 2300 | 260 |
| 2400 | 271 |
| 2500 | 282 |
| 2600 | 293 |
| 2700 | 304 |
| 2800 | 315 |
| 2900 | 327 |
| 3000 | 338 |
| 3100 | 349 |
| 3200 | 360 |
| 3300 | 371 |
| 3400 | 382 |
| 3500 | 393 |
| 3600 | 405 |
| 3700 | 416 |
| 3800 | 426 |
| 3900 | 438 |
| 4000 | 450 |
| 4100 | 461 |
| 4200 | 472 |
| 4300 | 482 |
| 4400 | 493 |
| 4500 | 505 |
| 4600 | 516 |
| 4700 | 527 |
| 4800 | 537 |
| 4900 | 550 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 24 |
| 200 | 46 |
| 300 | 67 |
| 400 | 88 |
| 500 | 109 |
| 600 | 130 |
| 700 | 151 |
| 800 | 172 |
| 900 | 193 |
| 1000 | 215 |
| 1100 | 236 |
| 1200 | 257 |
| 1300 | 279 |
| 1400 | 299 |
| 1500 | 320 |
| 1600 | 342 |
| 1700 | 362 |
| 1800 | 385 |
| 1900 | 408 |
| 2000 | 428 |
| 2100 | 449 |
| 2200 | 471 |
| 2300 | 491 |
| 2400 | 512 |
| 2500 | 534 |
| 2600 | 555 |
| 2700 | 575 |
| 2800 | 598 |
| 2900 | 619 |
| 3000 | 639 |
| 3100 | 661 |
| 3200 | 682 |
| 3300 | 702 |
| 3400 | 724 |
| 3500 | 746 |
| 3600 | 766 |
| 3700 | 789 |
| 3800 | 810 |
| 3900 | 831 |
| 4000 | 852 |
| 4100 | 873 |
| 4200 | 894 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 31 |
| 200 | 58 |
| 300 | 85 |
| 400 | 112 |
| 500 | 140 |
| 600 | 167 |
| 700 | 194 |
| 800 | 221 |
| 900 | 249 |
| 1000 | 278 |
| 1100 | 305 |
| 1200 | 332 |
| 1300 | 359 |
| 1400 | 387 |
| 1500 | 414 |
| 1600 | 441 |
| 1700 | 468 |
| 1800 | 496 |
| 1900 | 523 |
| 2000 | 551 |
| 2100 | 578 |
| 2200 | 605 |
| 2300 | 633 |
| 2400 | 660 |
| 2500 | 687 |
| 2600 | 714 |
| 2700 | 742 |
| 2800 | 769 |
| 2900 | 797 |
| 3000 | 824 |
| 3100 | 851 |
| 3200 | 879 |
| 3300 | 906 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 18 |
| 200 | 34 |
| 300 | 49 |
| 400 | 64 |
| 500 | 80 |
| 600 | 95 |
| 700 | 110 |
| 800 | 125 |
| 900 | 141 |
| 1000 | 156 |
| 1100 | 171 |
| 1200 | 186 |
| 1300 | 202 |
| 1400 | 217 |
| 1500 | 232 |
| 1600 | 248 |
| 1700 | 263 |
| 1800 | 280 |
| 1900 | 296 |
| 2000 | 310 |
| 2100 | 326 |
| 2200 | 342 |
| 2300 | 356 |
| 2400 | 371 |
| 2500 | 388 |
| 2600 | 403 |
| 2700 | 417 |
| 2800 | 433 |
| 2900 | 449 |
| 3000 | 463 |
| 3100 | 479 |
| 3200 | 494 |
| 3300 | 509 |
| 3400 | 525 |
| 3500 | 541 |
| 3600 | 555 |
| 3700 | 572 |
| 3800 | 587 |
| 3900 | 602 |
| 4000 | 617 |
| 4100 | 633 |
| 4200 | 648 |
| 4300 | 663 |
| 4400 | 678 |
| 4500 | 694 |
| 4600 | 709 |
| 4700 | 724 |
| 4800 | 729 |
| 4900 | 756 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 34 |
| 200 | 66 |
| 300 | 97 |
| 400 | 131 |
| 500 | 161 |
| 600 | 193 |
| 700 | 225 |
| 800 | 257 |
| 900 | 288 |
| 1000 | 320 |
| 1100 | 352 |
| 1200 | 383 |
| 1300 | 416 |
| 1400 | 446 |
| 1500 | 478 |
| 1600 | 509 |
| 1700 | 542 |
| 1800 | 573 |
| 1900 | 604 |
| 2000 | 637 |
| 2100 | 668 |
| 2200 | 700 |
| 2300 | 731 |
| 2400 | 763 |
| 2500 | 794 |
| 2600 | 827 |
| 2700 | 858 |
| 2800 | 889 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 21 |
| 200 | 40 |
| 300 | 58 |
| 400 | 77 |
| 500 | 95 |
| 600 | 114 |
| 700 | 131 |
| 800 | 152 |
| 900 | 171 |
| 1000 | 189 |
| 1100 | 208 |
| 1200 | 226 |
| 1300 | 244 |
| 1400 | 262 |
| 1500 | 281 |
| 1600 | 301 |
| 1700 | 319 |
| 1800 | 338 |
| 1900 | 356 |
| 2000 | 374 |
| 2100 | 392 |
| 2200 | 411 |
| 2300 | 430 |
| 2400 | 449 |
| 2500 | 468 |
| 2600 | 485 |
| 2700 | 504 |
| 2800 | 522 |
| 2900 | 541 |
| 3000 | 560 |
| 3100 | 578 |
| 3200 | 597 |
| 3300 | 615 |
| 3400 | 634 |
| 3500 | 652 |
| 3600 | 671 |
| 3700 | 690 |
| 3800 | 708 |
| 3900 | 726 |
| 4000 | 745 |
| 4100 | 764 |
| 4200 | 782 |
| 4300 | 801 |
| 4400 | 820 |
| 4500 | 837 |
| 4600 | 856 |
| 4700 | 874 |
| 4800 | 894 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 25 |
| 200 | 47 |
| 300 | 69 |
| 400 | 91 |
| 500 | 112 |
| 600 | 135 |
| 700 | 156 |
| 800 | 180 |
| 900 | 203 |
| 1000 | 224 |
| 1100 | 246 |
| 1200 | 268 |
| 1300 | 290 |
| 1400 | 312 |
| 1500 | 334 |
| 1600 | 357 |
| 1700 | 379 |
| 1800 | 401 |
| 1900 | 422 |
| 2000 | 445 |
| 2100 | 466 |
| 2200 | 488 |
| 2300 | 511 |
| 2400 | 533 |
| 2500 | 555 |
| 2600 | 577 |
| 2700 | 599 |
| 2800 | 621 |
| 2900 | 643 |
| 3000 | 665 |
| 3100 | 687 |
| 3200 | 710 |
| 3300 | 731 |
| 3400 | 754 |
| 3500 | 775 |
| 3600 | 797 |
| 3700 | 820 |
| 3800 | 841 |
| 3900 | 864 |
| 4000 | 886 |
| 4100 | 908 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 18 |
| 200 | 33 |
| 300 | 49 |
| 400 | 64 |
| 500 | 80 |
| 600 | 94 |
| 700 | 110 |
| 800 | 125 |
| 900 | 139 |
| 1000 | 155 |
| 1100 | 170 |
| 1200 | 185 |
| 1300 | 200 |
| 1400 | 216 |
| 1500 | 230 |
| 1600 | 246 |
| 1700 | 261 |
| 1800 | 275 |
| 1900 | 291 |
| 2000 | 306 |
| 2100 | 321 |
| 2200 | 336 |
| 2300 | 352 |
| 2400 | 366 |
| 2500 | 382 |
| 2600 | 397 |
| 2700 | 411 |
| 2800 | 427 |
| 2900 | 442 |
| 3000 | 457 |
| 3100 | 472 |
| 3200 | 488 |
| 3300 | 502 |
| 3400 | 520 |
| 3500 | 535 |
| 3600 | 549 |
| 3700 | 565 |
| 3800 | 580 |
| 3900 | 595 |
| 4000 | 610 |
| 4100 | 626 |
| 4200 | 640 |
| 4300 | 656 |
| 4400 | 671 |
| 4500 | 685 |
| 4600 | 701 |
| 4700 | 716 |
| 4800 | 731 |
| 4900 | 746 |
| 5000 | 762 |
| 5100 | 77o |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 14 |
| 200 | 25 |
| 300 | 39 |
| 400 | 50 |
| 500 | 62 |
| 600 | 74 |
| 700 | 86 |
| 800 | 97 |
| 900 | 109 |
| 1000 | 120 |
| 1100 | 132 |
| 1200 | 144 |
| 1300 | 156 |
| 1400 | 167 |
| 1500 | 180 |
| 1600 | 191 |
| 1700 | 201 |
| 1800 | 214 |
| 1900 | 225 |
| 2000 | 237 |
| 2100 | 249 |
| 2200 | 261 |
| 2300 | 272 |
| 2400 | 285 |
| 2500 | 296 |
| 2600 | 307 |
| 2700 | 319 |
| 2800 | 331 |
| 2900 | 343 |
| 3000 | 355 |
| 3100 | 366 |
| 3200 | 378 |
| 3300 | 390 |
| 3400 | 400 |
| 3500 | 413 |
| 3600 | 424 |
| 3700 | 436 |
| 3800 | 448 |
| 3900 | 460 |
| 4000 | 471 |
| 4100 | 484 |
| 4200 | 495 |
| 4300 | 506 |
| 4400 | 518 |
| 4500 | 530 |
| 4600 | 541 |
| 4700 | 554 |
| 4800 | 565 |
| 4900 | 576 |
| 5000 | 591 |
| 5100 | 601 |
| 5200 | 613 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 18 |
| 200 | 34 |
| 300 | 51 |
| 400 | 67 |
| 500 | 84 |
| 600 | 99 |
| 700 | 116 |
| 800 | 132 |
| 900 | 147 |
| 1000 | 164 |
| 1100 | 180 |
| 1200 | 196 |
| 1300 | 212 |
| 1400 | 229 |
| 1500 | 244 |
| 1600 | 261 |
| 1700 | 277 |
| 1800 | 292 |
| 1900 | 309 |
| 2000 | 325 |
| 2100 | 341 |
| 2200 | 357 |
| 2300 | 374 |
| 2400 | 389 |
| 2500 | 406 |
| 2600 | 422 |
| 2700 | 437 |
| 2800 | 454 |
| 2900 | 470 |
| 3000 | 486 |
| 3100 | 502 |
| 3200 | 519 |
| 3300 | 534 |
| 3400 | 553 |
| 3500 | 569 |
| 3600 | 584 |
| 3700 | 601 |
| 3800 | 617 |
| 3900 | 633 |
| 4000 | 649 |
| 4100 | 666 |
| 4200 | 681 |
| 4300 | 698 |
| 4400 | 714 |
| 4500 | 729 |
| 4600 | 746 |
| 4700 | 762 |
| 4800 | 778 |
| 4900 | 794 |
| 5000 | 811 |
| 5100 | 826 |
| 5200 | 843 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 20 |
| 200 | 39 |
| 300 | 56 |
| 400 | 74 |
| 500 | 91 |
| 600 | 109 |
| 700 | 127 |
| 800 | 144 |
| 900 | 162 |
| 1000 | 179 |
| 1100 | 197 |
| 1200 | 215 |
| 1300 | 233 |
| 1400 | 250 |
| 1500 | 267 |
| 1600 | 286 |
| 1700 | 303 |
| 1800 | 322 |
| 1900 | 341 |
| 2000 | 357 |
| 2100 | 375 |
| 2200 | 394 |
| 2300 | 410 |
| 2400 | 428 |
| 2500 | 446 |
| 2600 | 464 |
| 2700 | 481 |
| 2800 | 499 |
| 2900 | 517 |
| 3000 | 533 |
| 3100 | 552 |
| 3200 | 569 |
| 3300 | 586 |
| 3400 | 605 |
| 3500 | 623 |
| 3600 | 640 |
| 3700 | 658 |
| 3800 | 676 |
| 3900 | 694 |
| 4000 | 711 |
| 4100 | 729 |
| 4200 | 746 |
| 4300 | 764 |
| 4400 | 782 |
| 4500 | 799 |
| 4600 | 817 |
| 4700 | 834 |
| 4800 | 852 |
| 4900 | 871 |
| 5000 | 887 |
| 5100 | 905 |

| RECORDS | REQUIRED BLOCKS |
|---|---|
| 100 | 15 |
| 200 | 27 |
| 300 | 38 |
| 400 | 50 |
| 500 | 61 |
| 600 | 73 |
| 700 | 84 |
| 800 | 98 |
| 900 | 110 |
| 1000 | 121 |
| 1100 | 133 |
| 1200 | 144 |
| 1300 | 156 |
| 1400 | 167 |
| 1500 | 179 |
| 1600 | 192 |
| 1700 | 203 |
| 1800 | 215 |
| 1900 | 226 |
| 2000 | 238 |
| 2100 | 249 |
| 2200 | 261 |
| 2300 | 273 |
| 2400 | 285 |
| 2500 | 297 |
| 2600 | 308 |
| 2700 | 320 |
| 2800 | 331 |
| 2900 | 343 |
| 3000 | 355 |
| 3100 | 366 |
| 3200 | 379 |
| 3300 | 390 |
| 3400 | 402 |
| 3500 | 413 |
| 3600 | 425 |
| 3700 | 437 |
| 3800 | 448 |
| 3900 | 460 |
| 4000 | 472 |
| 4100 | 484 |
| 4200 | 495 |
| 4300 | 507 |
| 4400 | 519 |
| 4500 | 530 |
| 4600 | 542 |
| 4700 | 553 |
| 4800 | 566 |
| 4900 | 577 |
| 5000 | 589 |
| 5100 | 601 |
| 5200 | 612 |
| 5300 | 624 |

## E. INITIALIZE PROCEDURE

The Initializing procedure is contained on the Accounts Payable Runtime Diskette (see Section II, Operator's Instructions). During this process, the customer's estimated counts are entered, and the program automatically assigns the files to as many disk drives as the customer has. If the files are too large for some of the data diskettes, the dealer may override the assignment of files. Sample screens are shown below (two screens are required to list all the Accounts Payable files).

```
DISK REQUIREMENTS - ACCOUNTS PAYABLE

                          BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
 FILE    ORG   # RECD    DATA : KEY   ON/OFF   DATA : KEY   ON/OFF  DATA  KEY

 OACFIL   I      50       5    : 4      0        3 : 3
 VENFIL   I     100      40    : 6      0        2 : 2
 NAPTRX   I     200      49    : 9      0        1 : 1
 NAPDIS   I    1000      63    : 93     0        1 : 1
 APOFIL   I     500     129    : 32     0        2 : 2
 APDIST   I    2500     201    : 181    0        3 : 3
 APJHFL   I    6800     824    : 621    0        3 : 3
 AGSFIL   I     500      75    : 20     0        1 : 1
 CRSFIL   I     500      92    : 20     0        1 : 1
 APCRFL   I     500      45    : 39     0        3 : 3
 JCEFIL   I     400      32    : 15     0        3 : 3
 VENIDX   I     100       6    : 11     0        2 : 2
 APCRIX   I     500      43    : 48     0        1 : 1
 GLDIDX   I    2500     137    : 159    0        1 : 1
 APCTL    R       2       1    :        0        1 :
 APPASS   R       2       1    :        0        1 :


PRESS RETURN TO LIST MORE FILE REQUIREMENTS
```

```
DISK REQUIREMENTS - ACCOUNTS PAYABLE

                          BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
 FILE    ORG   # RECD    DATA : KEY   ON/OFF   DATA : KEY   ON/OFF  DATA  KEY

 CONAME   S       5       1    :        0        1 :
 STMENT   S       1       1    :        0        1 :




UNIT/BLOCK TOTALS:  0 / 911 .. 1 / 850 .. 2 / 244 .. 3 / 1987 **
*** THE PRESENT CONFIGURATION WILL NOT FIT AS SET UP . . . .  PRESS RETURN ***
```

1. The "Unit/Block Totals" line at the bottom of the second screen shows a pair of asterisks beside those diskettes which are too full. It is followed by a message,

   *** THE PRESENT CONFIGURATION WILL NOT
   FIT AS SET UP .... PRESS RETURN ***

2. When you press "RETURN" the message appears

   DO YOU WANT TO RE-ESTIMATE
   THE DATA REQUIREMENTS (Y/N)?

   If you reply "Y" (Yes), the screen for "Estimate Data Requirements" reappears. Every item on this screen (except "Are you going to reconcile checks?") now defaults to your previously entered entry. (See Section II, Operators Instructions, Initializing Procedure.) When you are sure you have entered the correct data counts, reply "N".

3. The program then asks,

DO YOU WANT TO OVERRIDE THE DEFAULT UNITS (Y/N)?

If the files are still too large for the assigned diskettes, answer "Y" (Yes).

4. Note which files are on the units that are too full. Pick out files that will reduce the unit to the correct size. Decide which other units have room for them.

5. The system positions you to the first file in the "Overrides" column. You may then assign that file (and each of the succeeding files) to a new unit. Insert an "O" in the On/Off Line Override column ("F" for "Offline" is a function reserved for future use). Insert the unit number desired in each of the 2 columns: Data and Key.

(Note: the "Key" should be assigned to the same unit as the "Data". If a certain file will exceed a single diskette with both data and key, an exception could be made. If the key and data are assigned to different diskettes, the customer must be extra careful to back up both diskettes and to insert the correct and current data and key diskettes. Otherwise, the key file and data file may get out of sync and destroy file integrity. Even if the separate key and file option is not used, because of the relationships between files the correct and current set of diskettes should always be used. Also, remember that certain files are shared between systems, such as CUSMAS by both A/R and Invoicing. Extra care should also be made to insert the correct and current shared diskette.)

The following codes may be entered in each column:

(1) The Unit Number - assigns the data in that file to a new unit.

(2) Press "RETURN" - defaults to the unit already assigned, for that column.

(3) "D" - if entered in the first column for any particular row defaults to the previously assigned unit for all 3 columns on that line.

(4) "E" - if entered in the first column for any particular row defaults to the previously assigned values for the rest of the screen.

6. When you have completed the Override, the program recalculates the Unit/Block Totals at the bottom of the screen. If all files now fit, no asterisks will appear.

7. After you have overridden the default units, the screen asks,

DO YOU WANT TO CHANGE SELECTED UNITS?

This allows you to make any further changes desired. When there are no longer asterisks beside the Unit/Block Totals, respond "N" for No.

8. The questions in #2 and #3 (above) will appear, and if you answer "N" to both, the screen then asks,

OK TO START FILE ALLOCATION (Y/N)?

Be sure fresh formatted data diskettes are inserted and properly labeled, i.e., AP DATA 1, AP DATA 2, etc. When allocation is complete, the Initialize menu reappears. Select Item 4 to print the "Installation Report."

E. Technical Notes

1. File Names

All Source programs in our packages are named in the format xxxxxx.Xnn, where x is the program name, X indicates release, and nn is the version of the system.

With your Accounts Payable software package, you will receive 3 diskettes. The contents of each are described below.

a. ACCOUNTS PAYABLE OBJECT DISKETTE

This diskette contains all Accounts Payable object code and a $AUTOSTART file and a $CONTROL file.

| | |
|---|---|
| $DIRECTORY | APCKRC |
| $AUTOSTART | APCKRP |
| PAPREP | APOADJ |
| APMENU | APINIT |
| NAPEN3 | CLRVEN |
| APCKAL | PRECHK |
| NAPREG | SCRNCK |
| NAPEN2 | VENMNT |
| PAPRE2 | VENPRT |
| PAPRE3 | VENLST |
| NAPENT | VENANL |
| APCHEK | PSTNAP |
| APCKRG | DACMNT |
| APGLD2 | DACPRT |
| APJBDS | JOBPRT |
| APCMNT | JOBMNT |
| APARSL | CSHREQ |
| APORPT | AGSRPT |
| APOINQ | BACKUP |
| APGLDS | CRQSUM |
| APGLD3 | CRQSEL |
| APGLD4 | PURGAP |
| APPST | INSTAP |
| $CONTROL | INITAP |
| | APFONT |

b. ACCOUNTS PAYABLE SOURCE DISKETTES

These diskettes contain all Accounts Payable source code.

Source Diskette #1

$DIRECTORY
NAPEN2.Xnn *
NAPREG.Xnn
PSTNAP.Xnn
APOINQ.Xnn
CSHREQ.Xnn
AGSRPT.Xnn
APORPT.Xnn
NAPEN3.Xnn
CRQSEL.Xnn
CLRVEN.Xnn
VENPRT.Xnn
VENMNT.Xnn
APARSL.Xnn
APCMNT.Xnn
DACMNT.Xnn
APJBDS.Xnn
NAPENT.Xnn
APOADJ.Xnn
JOBPRT.Xnn
DACPRT.Xnn
JOBMNT.Xnn
CRQSUM.Xnn
VENLST.Xnn
APMENU.Xnn

Source Diskette #2

$DIRECTORY
VENANL.Xnn
APGLDS.Xnn
APGLD4.Xnn
APGLD2.Xnn
PURGAP.Xnn
PAPRE3.Xnn
PAPRE2.Xnn
APINIT.Xnn
PRECHK.Xnn
APCKRC.Xnn
BACKUP.Xnn
APCKRP.Xnn
APPST.Xnn
SCRNCK.Xnn
APCKAL.Xnn
APCKRG.Xnn
APCHEK.Xnn
APGLD3.Xnn
PAPREP.Xnn
INITAP.Xnn
INSTAP.Xnn
APFONT.Xnn

* nn is the version number.

2. $AUTOSTART File

The $AUTOSTART file is included on the Accounts Payable Object Diskette. This information consists of a call to the LGO interpretor processor and APMENU, the Master Accounts Payable menu. The presence of this file also prompts for date and time when loading the system. See Section 4.1 in the DX-85/D-BASIC Manual for further explanation.

3. $CONTROL File

The $CONTROL file is included on the Accounts Payable Object Diskette. This file is set up for a 2 drive system. If you run the Initialize Program, this file will be recreated to the configuration you set up.

4. Changing Source Programs

If it is necessary to change source programs and compile onto your runtime Accounts Payable system diskette:

a. Make sure original source is backed up.

b. See Section 4.2 in the DX-85 D-BASIC Manual for use of EDIT in changing source code.

c. See Section 4.3 for use of D-BASIC in compiling, testing and debugging.

5. Line Number Conventions. (See description on next page.)

## LINE NUMBER CONVENTIONS

There are standard places in all the Basic programs where certain types of statements are placed. Therefore, when you pick up any program you know immediately where to look to find many types of code. These are outlined below.

LINE #'s 1-50: Program Title and a brief description.

LINE #'s 90-999: Data Section. All of the DATA statements will appear here.

LINE #'s 1000-1099: Top level Section. The top level logic of the program appears here usually in the form of several GOSUBS that perform the major tasks to be done in the program.

LINE #'s 1100-1199: Initialization Section. Any initial values of variables are assigned here, files are opened, and subroutines initialized.

LINE #'s 1200-5999: Main logic of program. These will appear as modularized routines that perform a specific task.

LINE #'s 6000-6499: Input subroutine. This subroutine accepts data from the video terminal, edits it, and redisplays it in some cases.

LINE #'s 6500-6999: Message Subroutine. Displays various error messages on the screen.

LINE #'s 7000-7499: Wait Subroutine. Displays various WAIT messages on the screen.

LINE #'s 7500-7999: Position Subroutine. Positions cursor on screen, and optionally erases to end of screen or end of line.

LINE #'s 8000-8499: Menu Subroutine. Displays Master File Maintenance or TRX File Menu and accepts selection from screen.

** OR IN PRINT PROGRAMS **

LINE #'s 8000-8499: Print Subroutine. Prints Title, Legends and Headings for reports. Then prints individual lines, keeping track of line count and page numbers and automatically handles top of forms.

LINE #'s 8500-8999: Any Change Subroutine. Displays "ANY CHANGE ?" and "WHAT # ?" at bottom of screen and accepts answers.

*** INPUT PROGRAMS ***

LINE #'s 9000-9499: Display Subroutine. Formats dates, dollar field and number fields and displays them on the video terminal.

** OR IN PRINT PROGRAMS **

LINE #'s 9000-9499: Start-End Number Subroutine. Displays and enters data from screen concerning what the starting and ending numbers are of a report to be printed.

LINE #'s 9500-9999: Print Display Subroutine. Formats dollar fields and number fields and puts them in the print line in a specified position.

** ALL PROGRAMS **

LINE #'s 10999-11999: ISAM Subroutine. Opens and closes ISAM files, writes, rewrites, reads Inext for sequential read and deletes. This is an external subroutine which is "CALL"ed by all programs using ISAM files.

** SPECIAL **

UNIT Subroutine. Obtains Unit number for files from $CONTROL. Returns unit, diskette name, file type, on-off line, temporary flag.

PRTSZE Subroutine. Obtains print font size.

## A. SYSTEM CONSIDERATIONS - DX-85 RELEASE 1 VERSION 3

### 1. Application System Considerations - 2 or 4-Drive Systems

a. The physical configuration of the Durango F-85 will be transparent to any particular application.

b. Installation is flexible, so that available space can be used to meet users' requirements depending on their various transaction and customer counts.

c. The operator messages have been revised so that the operator has very clear instructions regarding:

(1) Inserting diskettes into proper drives

(2) Backup procedures

d. An effort has been made to minimize overhead - memory space and time.

e. Primary drives are Units "0" and "1". Auxiliary drives are "2" and "3". Hard disk is "4".

### 2. Constraints

a. All object programs for each application system will reside in Unit 0.

b. The file-control file ($CONTROL) must always be on Unit 0, so that the system does not need to search for it. This file will remain open at all times until the user types "END" in the Master Menus.

### 3. Initialize Considerations

The initialize programs calculate exactly the number of blocks required for each application system data files.

The following general enhancements are included in the initialize programs:

a. Ask what the number of drives are.

b. Store configuration on appropriate application system diskette in $CONTROL file.

c. Determine overhead blocks taken by object code and other overhead files.

d. Determine available space by drive.

e. Obtain counts for each installation.

f. Determine best unit allocation.

(1) If too large, can some posting-type, or temp-files be off-line until needed?

(2) Allow installer override for unit allocation.

g. Create a record to indicate unit allocation for each file.

h. Print out an Installation Report for easy reference regarding a customer's hardware and data configurations.

i. Allow the customer to select the size of the print font he or she wishes to use in printing reports.

4. Backup Considerations

a. Every data diskette will have a Backup Control File which contains diskette name, backup date and other optional data. (See File Definition.)

b. The Backup program will always check to insure that the diskette names are the same on the current and backup diskette. (If there is no Backup Control File on a Diskette it will be created by the Backup program.)

c. The Backup program uses the $CONTROL File to step the user through the backup of all diskettes.

d. Backup will not copy the diskette unless it contains at least one permanent data file.

Three illustrations follow. One is a sample of an Installation Report. The others are the File Definitions for the $CONTROL file and the BACKUP CONTROL file.

RUN DATE: 09/25/79 INSTALLATION REPORT FOR: PAGE 1

AP SYSTEM: 4 DISKETTE DRIVES 0 HARD DISK(S) COMPRESSED PRINT

| FILE UNIT | INDEX UNIT | FILE NAME | RECORD TYPE | ON/OFF LINE | TEMP/PERM FILE | # OF RECORDS ALLOCATED | DISKETTE NAME | DATE |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | NAPTRX | ISAM | ON | PERM | 100 | AP DATA 1 | |
| 1 | 1 | NAPDIS | ISAM | ON | PERM | 300 | AP DATA 1 | |
| 1 | 1 | AGSFIL | ISAM | ON | PERM | 500 | AP DATA 1 | |
| 1 | 1 | CRSFIL | ISAM | ON | PERM | 500 | AP DATA 1 | |
| 1 | 1 | APCRIX | ISAM | ON | PERM | 500 | AP DATA 1 | |
| 1 | 1 | GLOIDX | ISAM | ON | TEMP | 1500 | AP DATA 1 | |
| 2 | 2 | VENFIL | ISAM | ON | PERM | 100 | AP DATA 2 | |
| 2 | 2 | APOFIL | ISAM | ON | PERM | 500 | AP DATA 2 | |
| 2 | 2 | VENIDX | ISAM | ON | TEMP | 100 | AP DATA 2 | |
| 2 | | APCTL | RANDOM | ON | PERM | 2 | AP DATA 2 | |
| 2 | | APPASS | RANDOM | ON | PERM | 2 | AP DATA 2 | |
| 2 | | CONAME | SEQUENTIAL | ON | PERM | 5 | AP DATA 2 | |
| 2 | | STMENT | SEQUENTIAL | ON | PERM | 1 | AP DATA 2 | |
| 3 | 3 | DACFIL | ISAM | ON | PERM | 50 | AP DATA 3 | |
| 3 | 3 | APDIST | ISAM | ON | PERM | 1500 | AP DATA 3 | |
| 3 | 3 | APJHFL | ISAM | ON | PERM | 850 | AP DATA 3 | |
| 3 | 3 | APCRFL | ISAM | ON | PERM | 500 | AP DATA 3 | |
| 3 | 3 | JOBFIL | ISAM | ON | PERM | 50 | AP DATA 3 | |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**$CONTROL**
**File Control File**
Page 1 of 1

File Type: SEQUENTIAL
Data Record Size: 30 Permanent File

| Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|
| Record type | 1 | A | 1 | P=Program<br>S=Sequential file<br>R=Random file<br>I=Isam file<br>C=Configuration |
| Filename | 10 | A | 2-11 | "CONFIGURE " on "C" record<br>Program name on "P" record |
| Unit-file | 1 | N | 12 | |
| Unit-Index | 1 | N | 13 | |
| On/Off-Line | 1 | A | 14 | "O"=on line<br>"F"=off line |
| Record Count | 5 | N | 15-19 | Record Count (S, R & I records only) |
| Number of Diskettes | 1 | N | 15 | ("C" record only) |
| Number of Hard Disks | 1 | N | 16 | ("C" record only) |
| Print Font Size | 1 | A | 17 | ("C" record only)<br>"C"=Compressed<br>"N"=Normal |
| Diskette Name | 9 | A | 20-28 | e.g., "AP SYSTEM"<br>"AP DATA 1" |
| Temporary Flag | 1 | N | 29 | Ø=Permanent<br>1=Temporary |
| Unused | 1 | | 30 | |

# FILE DEFINITION
## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**BACKUP.CTL**
**Backup Control File**
Page 1 of 2

File Type: SEQUENTIAL
Data Record Size: 30 Permanent File

| Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|
| Record 1 | | | | |
| Record Number | 1 | N | 1 | "1" |
| Backup Date | 6 | N | 2-7 | MMDDYY |
| Diskette Name | 1Ø | A | 8-17 | |
| Copy Status | 1 | A | 18 | C = Copy complete<br>E = End of backup<br>T,S,O = Target, Source or other error |
| Unused | 12 | A | 19-30 | |

# FILE DEFINITION
## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**BACKUP.CTL**
**Backup Control File**
Page 2 of 2

File Type: SEQUENTIAL
Data Record Size: 30 Permanent File

| Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|
| Record 2 | | | | |
| Record Number | 1 | N | 1 | "2" (only used on drives 0, 1) |
| Drive Number | 6 | N | 2-7 | Drive numbers to be backed up (ordered Ø, 1, 2, 3, 4) |
| Current Backup Diskette Label | 10 | A | 8-17 | |
| Current Backup Drive Number | 1 | N | 18 | |
| Unused | 12 | A | 19-30 | |
| Record 3 | | | | |
| Record Number | 1 | N | 1 | "3" (only used on drives 0, 1) |
| Activity Status | 1 | A | 2 | Currently unused |
| Diskette Name | 10 | A | 3-12 | e.g., AP SYSTEM |
| Unit | 1 | N | 13 | |
| Diskette Name | 10 | A | 14-23 | e.g., AP DATA 1 |
| Unit | 1 | N | 24 | |
| Unused | 6 | A | 25-30 | |

## B. SYSTEM SOURCE CODE REVISIONS

### 1. Description of ISAM Subroutine

a. The ISAM subroutine incorporates the use of the "UNIT" subroutine in determining where a file is located. (See example which follows.)

b. Then, using logical file number and the unit provided, it opens and closes ISAM files, writes, reads, rewrites, deletes or reads-next for sequential access.

Parameters passed are:

C% Logical file unit.
F$ File name.
K$ Key area.
M$ Record area.
O% Option

1=Add a record
2=Read a record
3=Rewrite a previously read record
4=Delete a record
5=Read next sequential record
6=Close ISAM file pair
7=Position to beginning of file and read first record
8=ISAM file pair

Sets O% to zero if activity was successfully executed.

L1% Data file unit
L2% Index file unit
E2 Error return code: 0=No Error, 2=Error
M% Mode for open and close.

Open Modes:

| | |
|---|---|
| 0 | multiple access update mode: read, write, rewrite |
| 1 | multiple access, read only mode |
| 2 | exclusive access update mode: read, write, rewrite, rename, date, close delete |
| 3 | exclusive access read only mode: read, rename, date, close delete |
| 6 | exclusive access fast write mode: read, write, rewrite, rename, date, close delete |
| 14 | fast sort, exclusive access, file cleared mode |

Close Modes:

| | |
|---|---|
| 0 | Normal close |
| 1 | Delete file from directory |

## ISAM SUBROUTINE

```
      SUB "ISAM":C%,F$(10),K$(24),M$(255),O%,L1%,L2%,E2,M%
      REM ***** ISAM FILE IO ROUTINE *****      ISAM.S03L
      REM ********* LARGE FONT MESSAGE
      DIM T$(1),U1$(1),U2$(1),O$(1),R$(5),N$(11)
      ON ERROR GOTO 11065
      E2=0
      ON O% GOSUB 11140,11170,11200,11230,11260,11290,11320,11350
      LET O%=0
      GOTO 11380
11065 E=ERR
      IF E=33 THEN GOTO 11080
      IF E=34 THEN GOTO 11080
      IF E=29 THEN PRINT CP(1,16);"FILE ";F$;" NOT ON UNIT ";L1%;EL;
      ERROR ERR
11080 IF O%=7 THEN GOTO 11325
      GOTO 11380
        REM *****ADD A RECORD*****
11140 IWRITE (C%,K$)M$
      RETURN
        REM *****READ A RECORD*****
11170 IREAD(C%,K$)M$


      RETURN
        REM *****REWRITE PREVIOUSLY READ RECORD*****
11200 IREWRITE (C%)M$
      RETURN
        REM *****DELETE RECORD*****
11230 GOSUB 11170
      IDELETE (C%)
      RETURN
        REM *****READ NEXT SEQUENTIAL RECORD******
11260 INEXT (C%,K$,11370)M$
      RETURN
        REM *****CLOSE ISAM FILE PAIR*****
11290 ICLOSE C%,M%
      RETURN
        REM **READ FIRST RECORD IN FILE**
11320 ON ERROR GOTO 11322
      IREAD (C%,"")M$
11322 ON ERROR GOTO 11065
11325 GOSUB 11260
      RETURN
      REM ***OPEN ISAM FILE PAIR***
11350 CALL "UNIT":T$,F$,U1$,U2$,O$,R$,N$
      L1%=VAL%(U1$)
      L2%=VAL%(U2$)
      IOPEN C%,M%,F$,L1%,L2%
      RETURN
11370 LET O%=2
      E2=1
11380 SUBEND
```

2. UNIT Subroutine

The UNIT Subroutine is used to get the drive unit number as required for the following:

a. File processing

b. Screen instructions for removing and inserting diskettes

The subroutine is brought into use by the statement CALL "UNIT" followed by the following parameters.

UNIT record-type, filename, unit-File, unit-Index, On/Off-line switch, diskette name

**UNIT Subroutine**

Using filename, this program returns units, file type and other information from the $CONTROL file. $CONTROL must be logical file number (LFN) 15.

Parameters passed are:

T$ Record type

P=program
S=Sequential
R=Random
I=ISAM
C=Configuration

F$ Filename

U1$ Data file unit number

U2$ Index file unit number

O$ On/off-line

R$ (on "C" record)
Number of diskettes
Number of hard disks
Print font size

or Record count

N$ Diskette Name
Temporary flag

## UNIT SUBROUTINE

```
      SUB "UNIT":T$(1),F$(10),U1$(1),U2$(1),O$(1),R$(5),N$(11)
      REM ************* SUBROUTINE TO GET CONTROL FILE INFO
      REM ************* $CONTROL MUST BE LFN 15
      REM ************* LARGE FONT MESSAGE
      DIM M$(30),X$(10)
      X$(1)=F$
      ON ERROR GOTO 110
      REWIND 15
10    LINPUT(15)M$
      IF X$<>M$(2,11) THEN GOTO 10
      T$=M$(1)
      U1$=M$(12)
      U2$=M$(13)
      O$=M$(14)
      R$=M$(15)
      N$=M$(20)
      GOTO 200
100   PRINT CP(1,16);F$;" NOT IN CONTROL FILE";EL;
      STOP
110   IF ERR=19 THEN GOTO 100
      PRINT CP(1,16);"CONTROL FILE ERROR";EL;
      STOP
200   SUBEND
```

3. PRTSZE Subroutine

This subroutine looks at the "C" (CONFIGURE) record in the $CONTROL file to determine the print font size that the user has selected.

**PRTSZE SUBROUTINE**

```
SUB "PRTSZE":Z$(1)
REM ****************** SET PRINTER FONT SIZE ROUTINE
REM ****************** Z$="C" COMPRESSED,"N"=NORMAL"
DIM T$(1),F$(10),U1$(1),U2$(1),O$(1),R$(5),N$(11)
F$="CONFIGURE"
CALL "UNIT":T$,F$,U1$,U2$,O$,R$,N$
Z$=R$(3)
SUBEND
```

# SECTION 4
# SYSTEM LOGIC

# SECTION IV

# SYSTEM LOGIC FLOW

CONTENTS


Standard Master File Maintenance . . . . . 1

Standard Transaction File Entry, Editing and Posting Module . . . . . 6

APCMNT . . . . . 11

DACMNT and DACLST . . . . . 12

VENMNT, VENPRT, and VENLST . . . . . 13

NAPENT . . . . . 14

APARSL and APORPT . . . . . 19

APARSL and AGSRPT . . . . . 20

APOINQ . . . . . 22

APOADJ . . . . . 24

CRQSEL and CROSUM . . . . . 28

CRQSEL and CSHERQ . . . . . 30

PAPREP (Clearing Previous Selections) . . . . . 31

PAPREP (Generalized Payment Selection) . . . . . 32

PAPREP2 . . . . . 33

PAPREP3 . . . . . 36

PRECHK . . . . . 38

APCKAL . . . . . 39

APGLDS . . . . . 45

VENANL . . . . . 48

APCKRP . . . . . 49

JOBMNT and JOBPRT . . . . . 53

APJBDS . . . . . 54

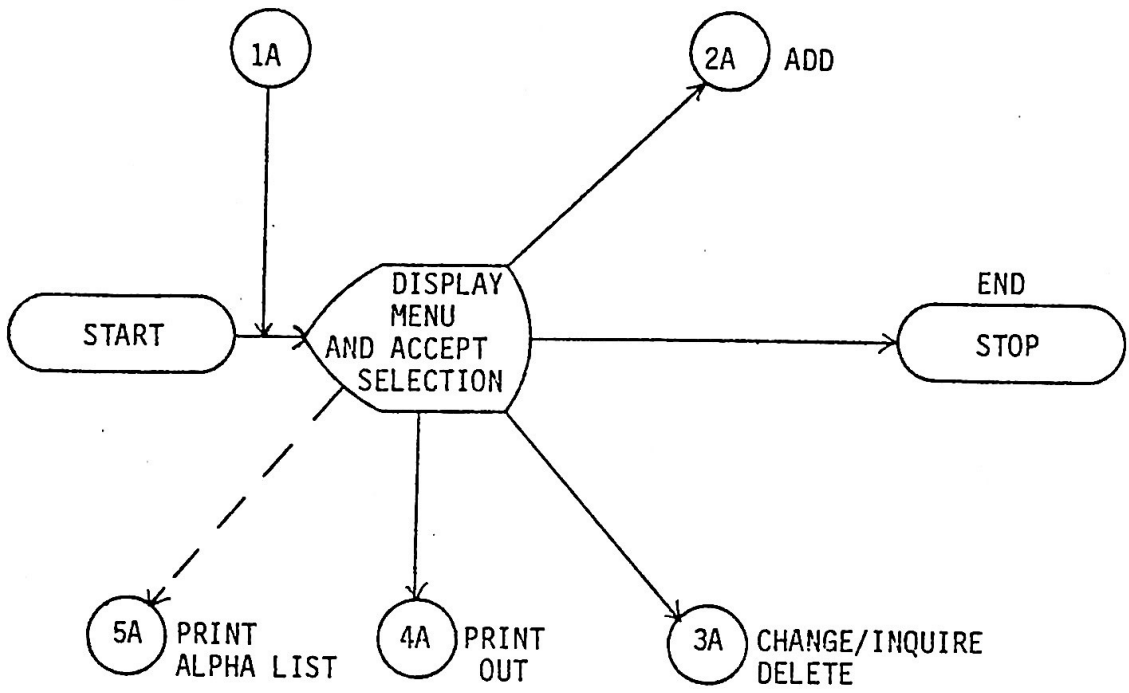
CLRVEN . . . . . 55

# System Logic Flow

**A/P**

**Standard Master File Maintenance**






First, the menu is displayed and one of the following selections is allowed:

1. Add
2. Change/Inquire
3. Delete
4. Print-out

Or "END" may be typed to end the entire program.

If Add is selected, see page 2.

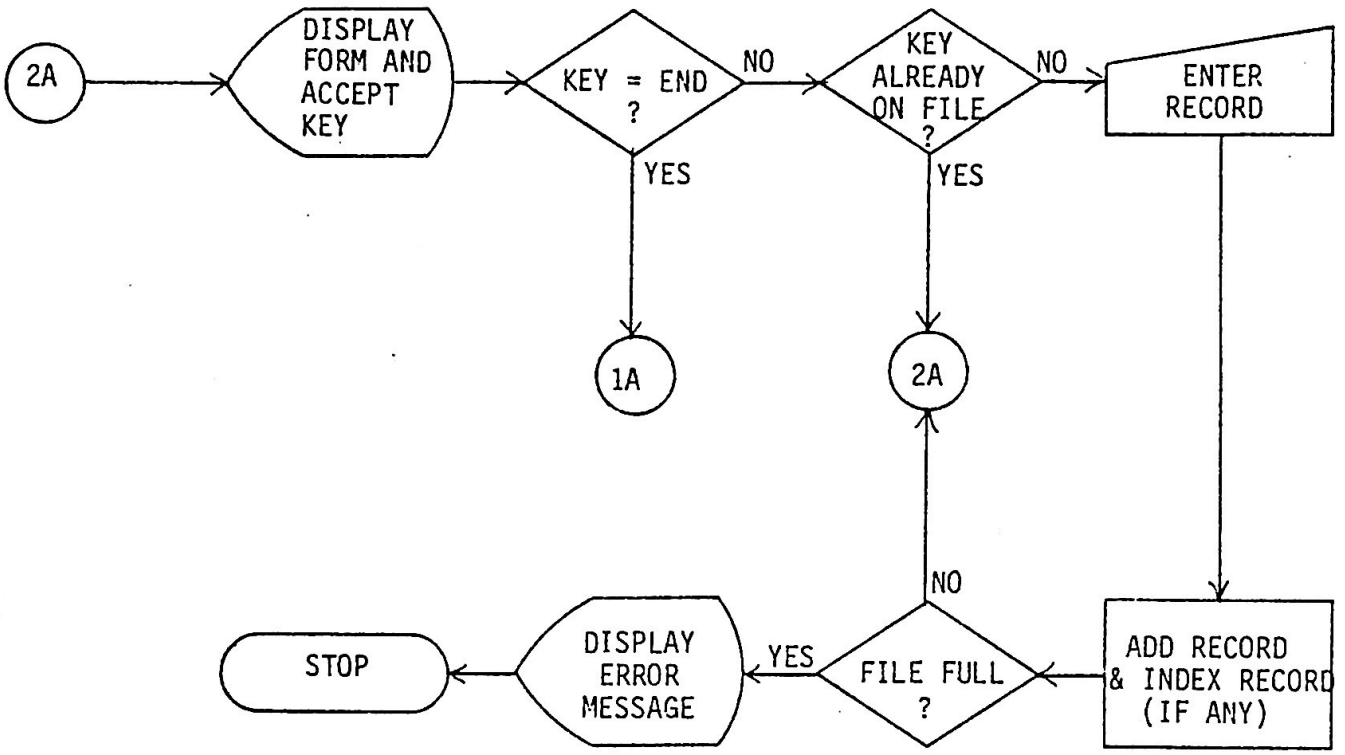
If Change/Inquire or Delete is selected, see page 3.

If Print-out is selected, see page 4.

If Print Alpha List is selected, see page 5.

When "END" is typed the program stops and returns to system menu.

ADDITIONS:




The full VDT format is displayed, and the key is accepted.

If "END" was typed, the program returns to the menu (page 1).

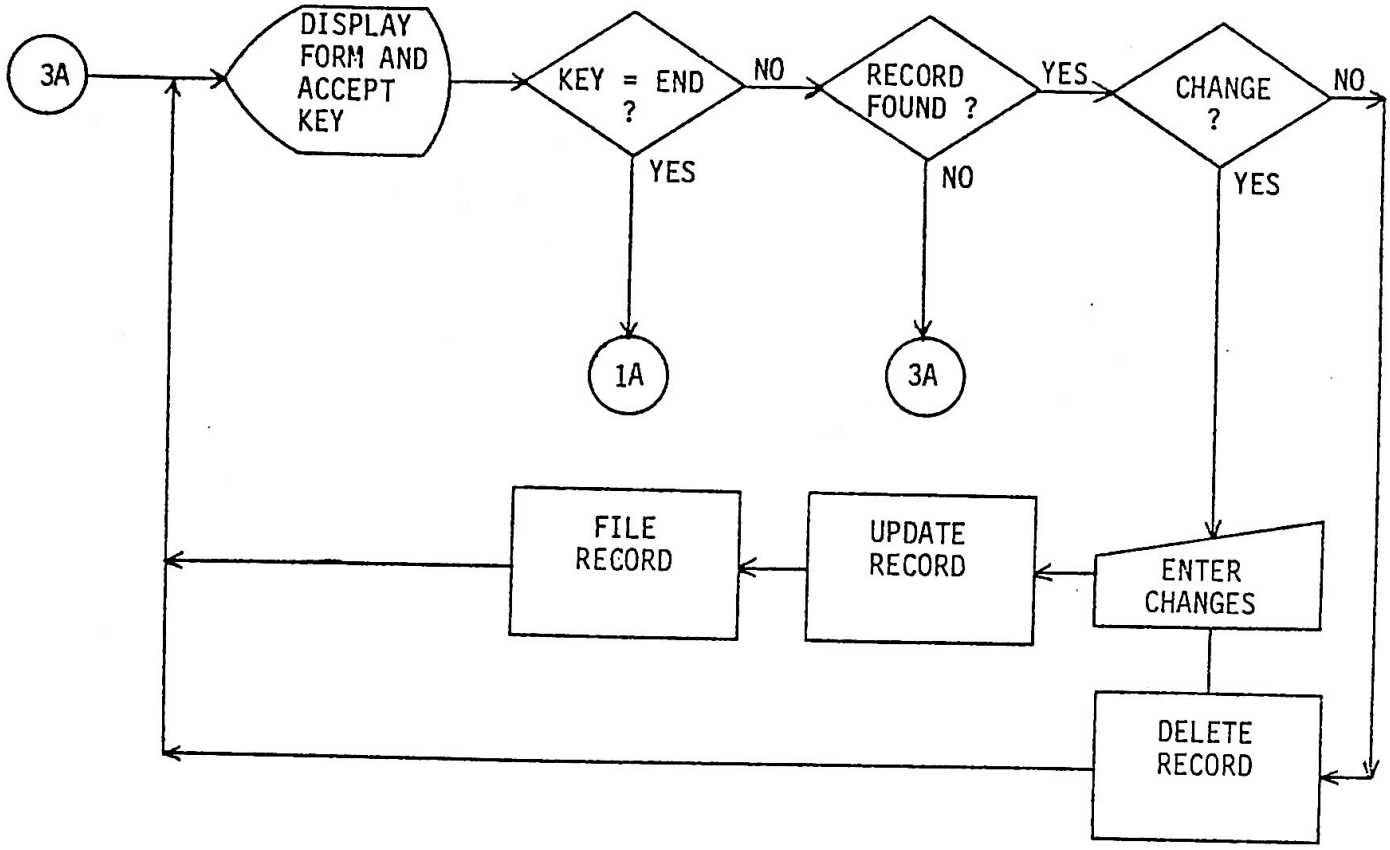
Otherwise, the program checks to make sure the key is not already on the file. (If it is, an error message is displayed and a new key must be entered.)

The full record is then entered, with editing thru the "ANY CHANGE ?" and "WHAT # ?" modes.

The record is then added to the file. If the file is not full (checking the maximum record count in the control record of the file), the program returns to display the VDT format for the next record (or "END"). If the file is full, a message is displayed and the program stops.

When "END" is entered, the menu is redisplayed.

CHANGES/INQUIRIES AND DELETIONS:



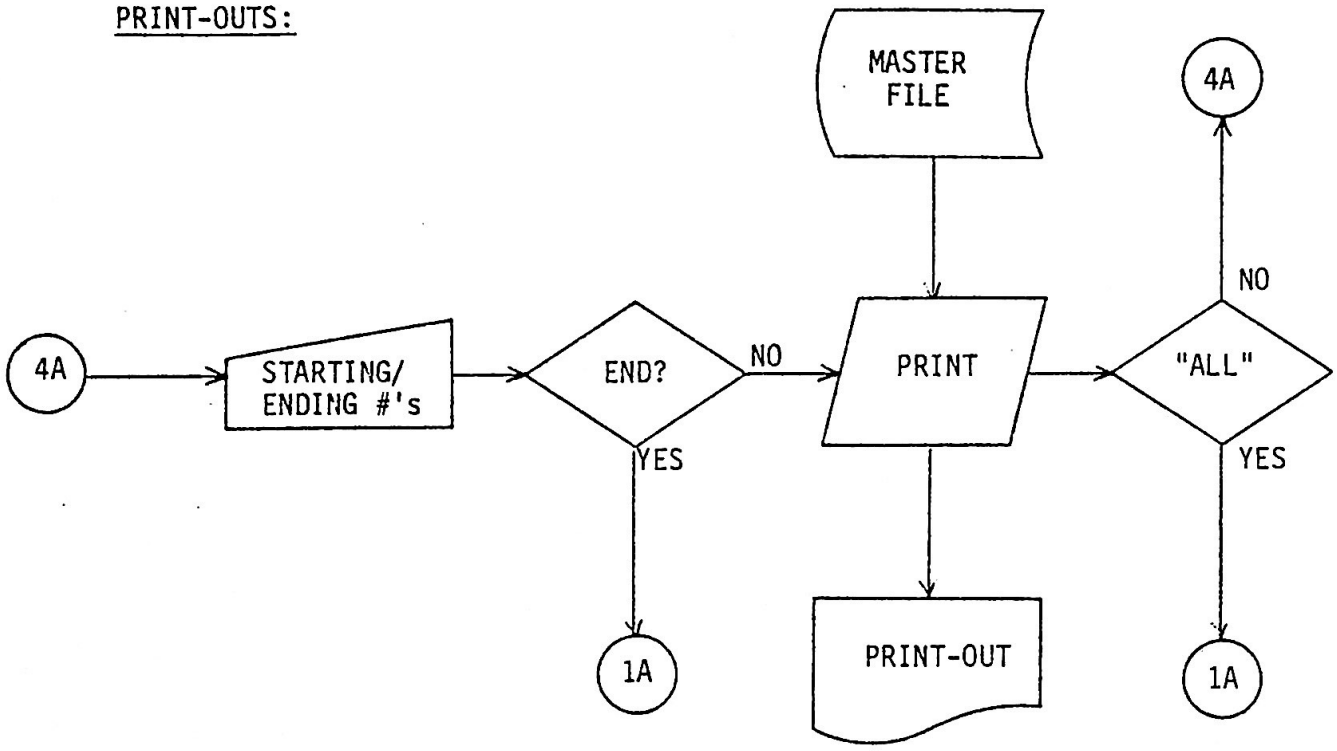

The full VDT format is displayed, and the key is entered. (If "END" is typed, the program returns to the menu (page 1).)

The record is found and displayed on the screen. (If it is not found, an error message is displayed and a new key must be entered.)

If in Change mode, any changes are entered thru "ANY CHANGE ?" and "WHAT # ?". (In Inquire mode no changes are entered.) The record is then updated on the file, and the program returns to redisplay the full VDT format and accept another key (or "END").

In Delete mode, after displaying the record, the question " IS THIS THE RIGHT RECORD ?" is asked. (If not, a new key must be entered.) After verifying the right record, the record is deleted and the full VDT format is displayed for another key (or "END").

PRINT-OUTS:

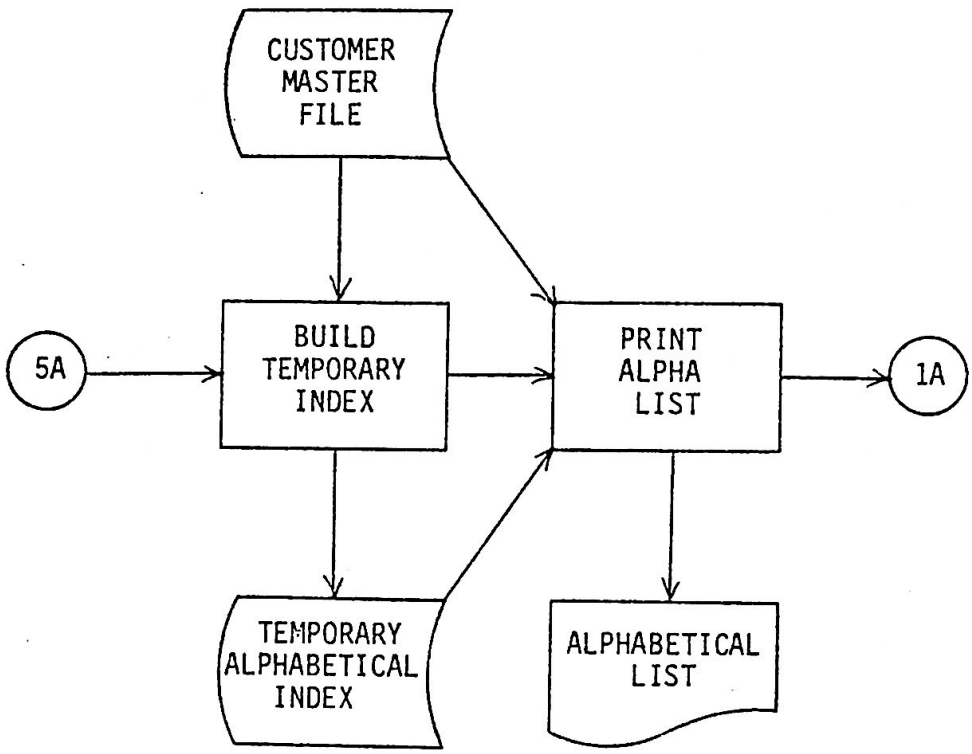



When Print-Out is selected the print program starts, and the starting and ending numbers for printing (or "ALL") may be entered.

The report is then printed from the starting to ending numbers or; if "ALL" was selected, the entire file is printed.

If "ALL" was selected, the program returns to the menu (page 1). Otherwise, another starting and ending number sequence may be entered. "END" may also be entered to stop printing and return to the main menu.

PRINT ALPHABETICAL LIST:




A temporary index file is created (FDAR8) which automatically arranges it's alpha key in alphanumeric order ( an FMS file).

The Alphabetical List is printed using the alphabetical index on the Customer Master File.

NOTE:

This part of the STANDARD MASTER FILE MAINTENANCE module is optional; however, most master files have an accompanying Alphabetical List.

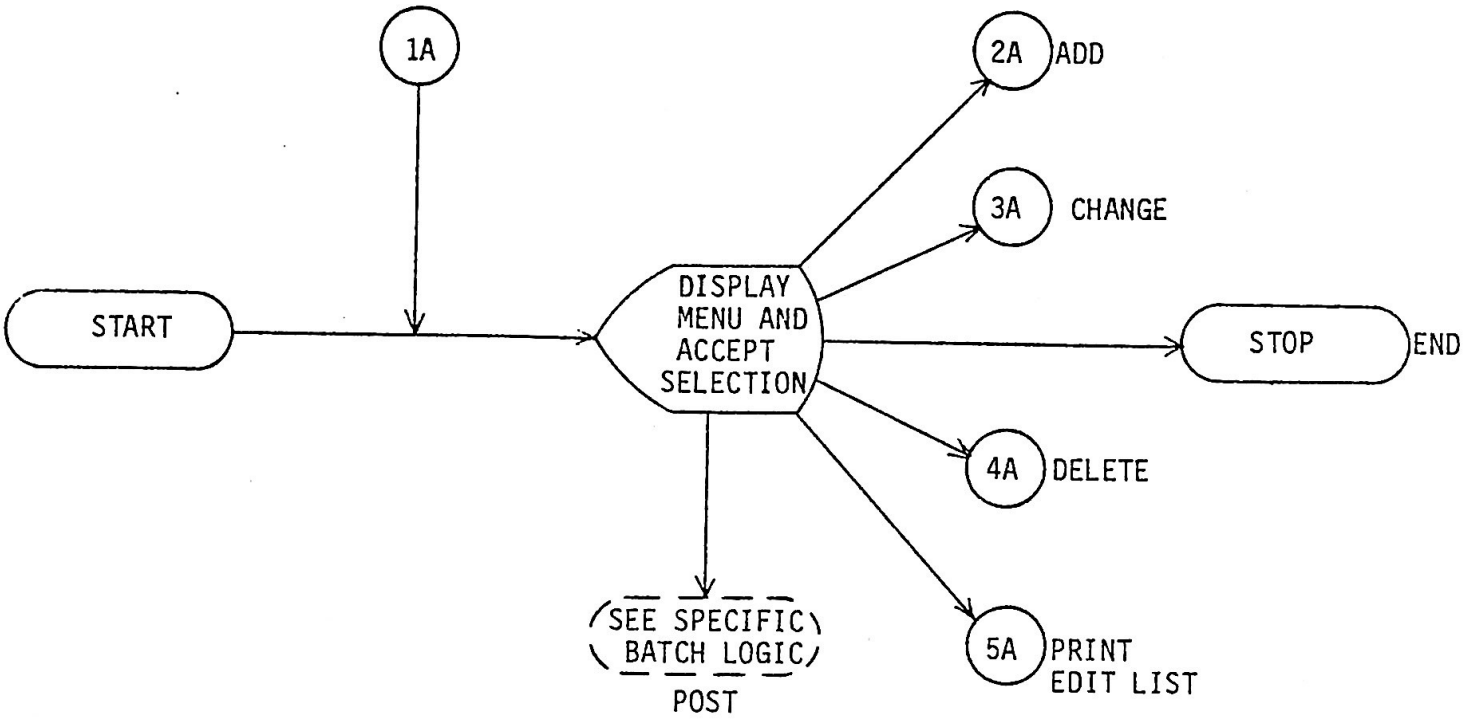
# System Logic Flow

D-Basic

Release: 001 **A/P**

Date: **2/01/79** Page 1 of 5

**Standard Transaction File Entry, Editing and Posting Module**




First, the menu is displayed and one of the following selections is allowed:

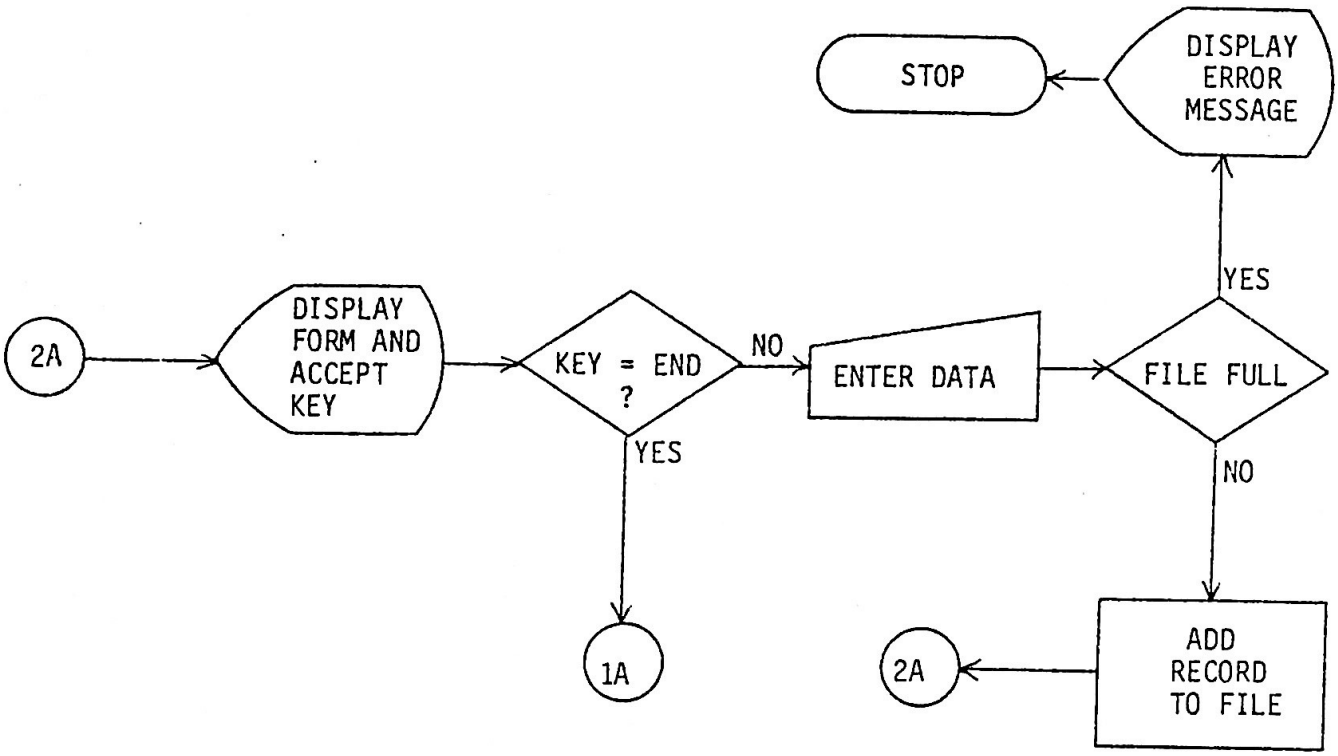
1. Add
2. Change
3. Delete
4. Print Edit List
5. Post Transactions

"END" may be typed to end the entire program.

See indicated pages for processing appropriate to Add, Change/ Inquire, Delete, and Print Edit List.

When Post Transactions is selected, the Transactions are posted to the main File(s) according to the specific logic flow for each posting program(s). (See separate System Logic Flow for each individual posting flow.)

ADDITIONS:

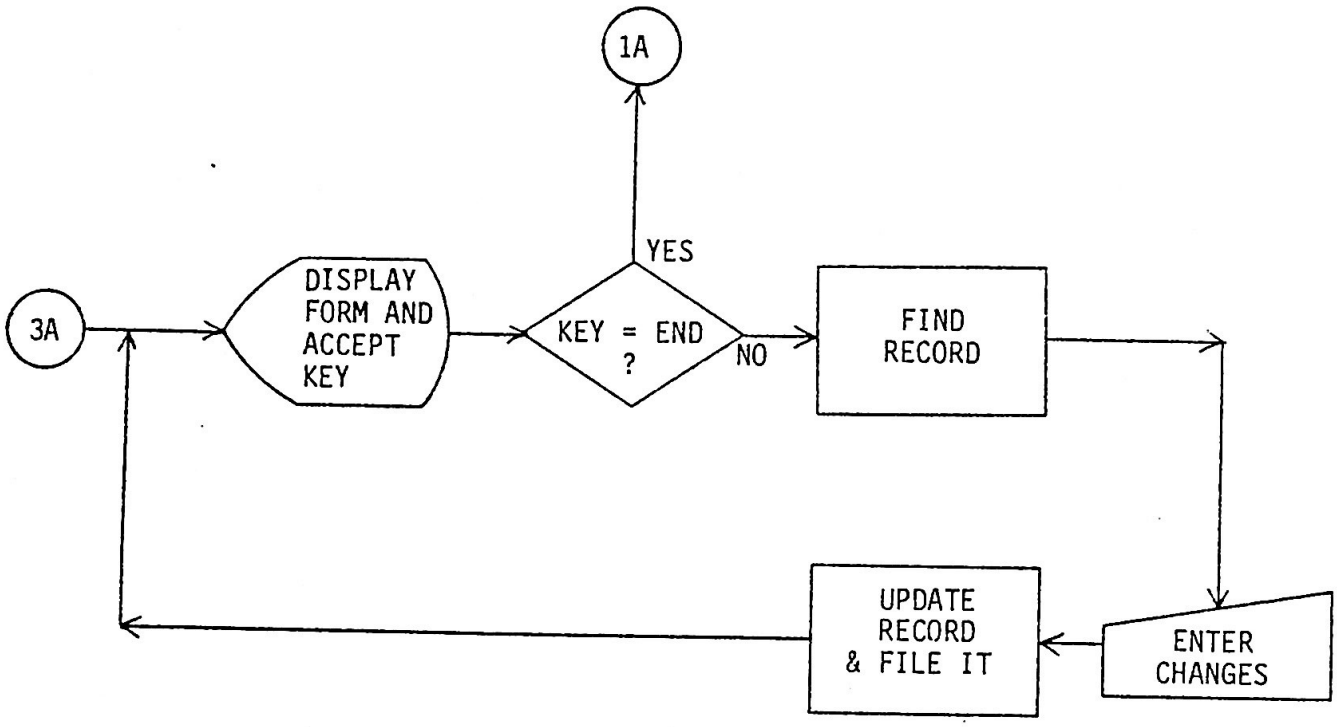



The full VDT format is displayed and the record is accepted. (If "END" is typed in the first field, the program returns to the menu on page 1.)

The record is added to the file. Unless the file is full, the program re-displays the full VDT format and accepts another record (or "END").

If the file is full, a message is displayed and processing stops.

CHANGES:



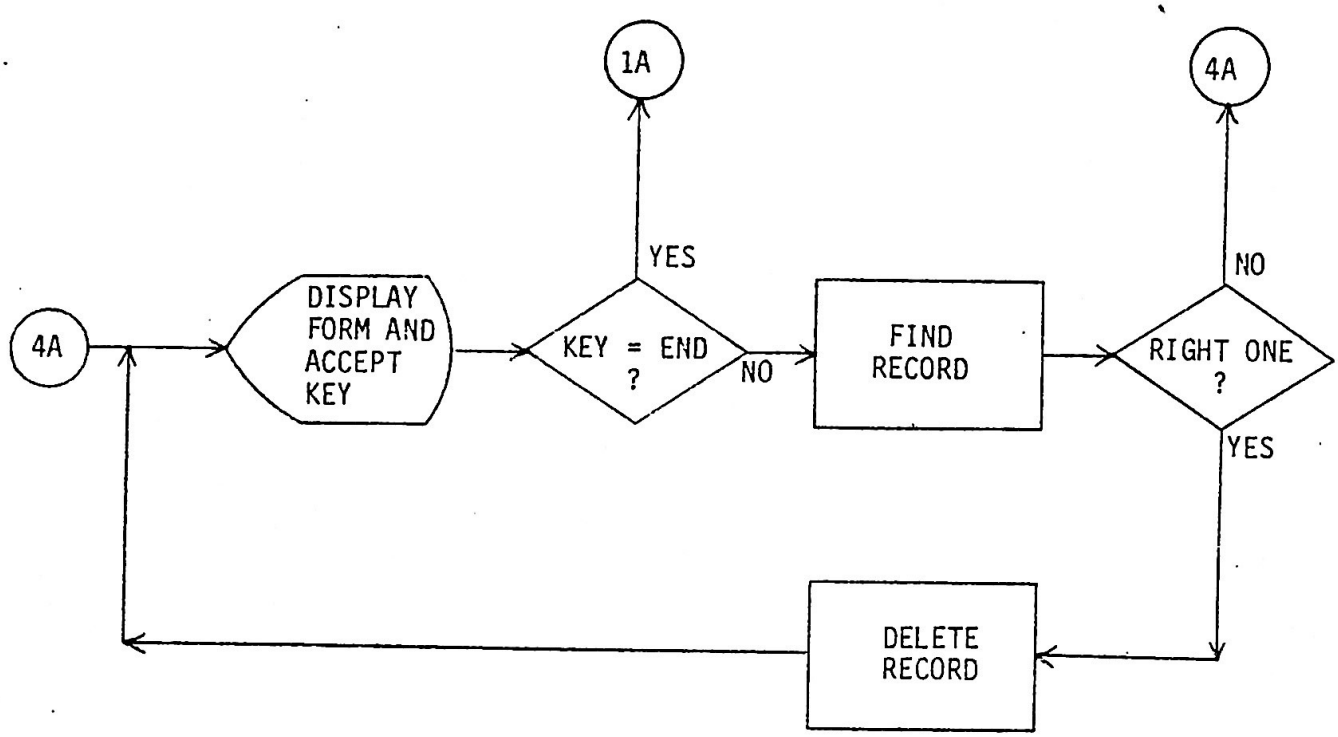

When Change or Delete is selected, the full VDT format is displayed.

Then, the key of the record being sought is entered. (If "END" is typed, the program returns to the menu (page 1.).)

The program finds the record and displays its contents on the screen. If the record is not found, an error message is displayed, and a new key must be entered.

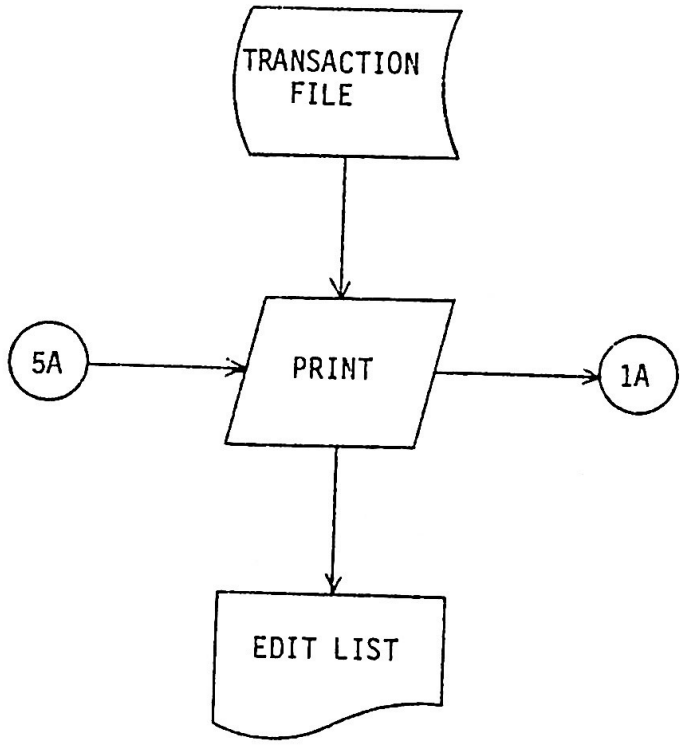
Changes are entered thru "ANY CHANGE ?" and "WHAT # ?". The record is then updated on the file, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

DELETIONS:




The record is found using the same method as on a change. After verifying the right record, the record is deleted and a new key may be entered, or "END" may be typed to return to the menu (page 1).

EDIT LIST:




The Edit List is printed from the Transaction file and control returns to the main menu.

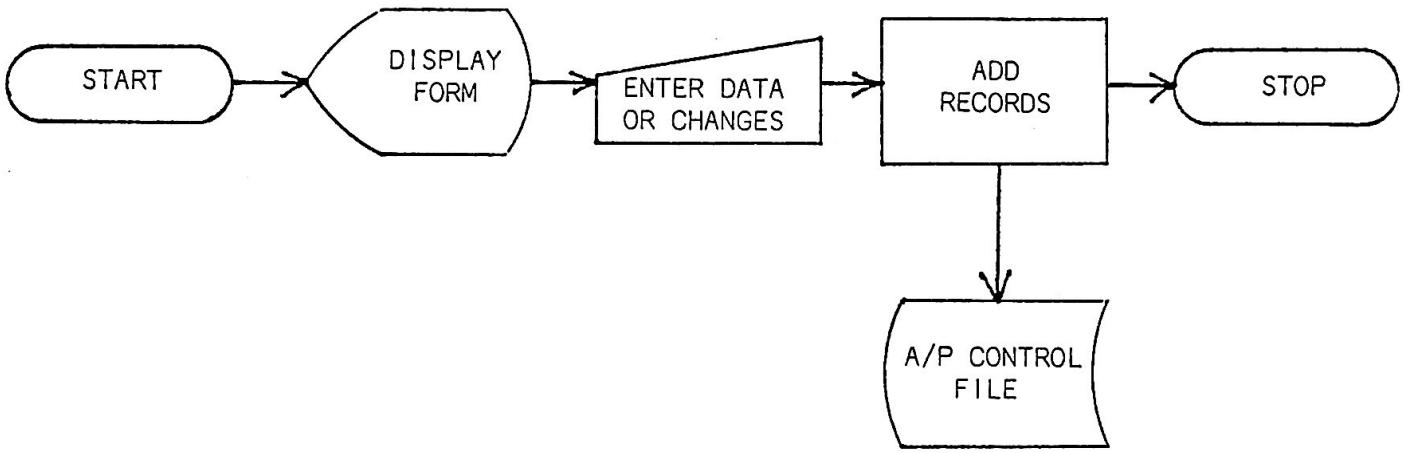
# System Logic Flow

D-Basic

Release: 001 **A/P**

Date: 2/01/79 Page 1 of 1

**Accounts Payable Control File Maintenance (APCMNT)**




This is a maintenance module. However, if there is already a control file, instead of immediately requesting data input, the program displays what is on file and asks for any changes.

Otherwise, one enters the data and the record is created.

The program returns to the main menu after all changes are input.

See exhibits: VTAP2
FDAP1

**Distribution Account File Maintenance (DACMNT, DACLST)**

This is a Standard Master File Maintenance module. See separate System Logic Flow.

See exhibits: VTAP3
RPTAP1
FDAP1

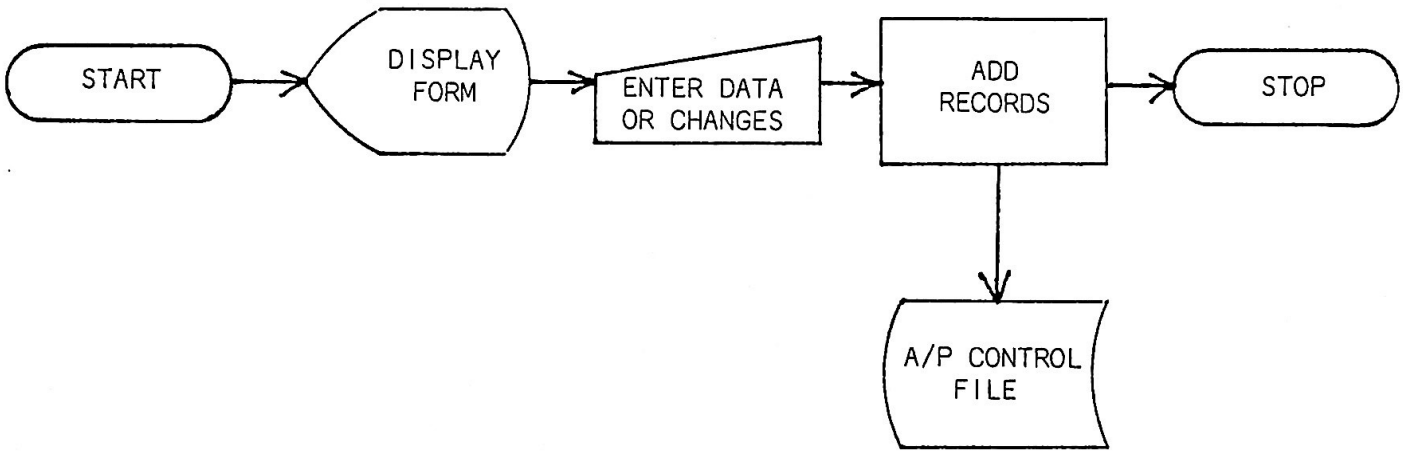
# System Logic Flow

D-Basic

Release: 001 **A/P**

Date: 2/01/79 Page 1 of 1

**Accounts Payable Control File Maintenance (APCMNT)**




This is a maintenance module. However, if there is already a control file, instead of immediately requesting data input, the program displays what is on file and asks for any changes.

Otherwise, one enters the data and the record is created.

The program returns to the main menu after all changes are input.

See exhibits: VTAP2
FDAP1

**Distribution Account File Maintenance (DACMNT, DACLST)**

This is a Standard Master File Maintenance module. See separate System Logic Flow.

See exhibits: VTAP3
RPTAP1
FDAP1

**Vendor File Maintenance (VENMNT, VENPRT, VENLST)**

This is a Standard Master File Maintenance module. See separate System Logic Flow.

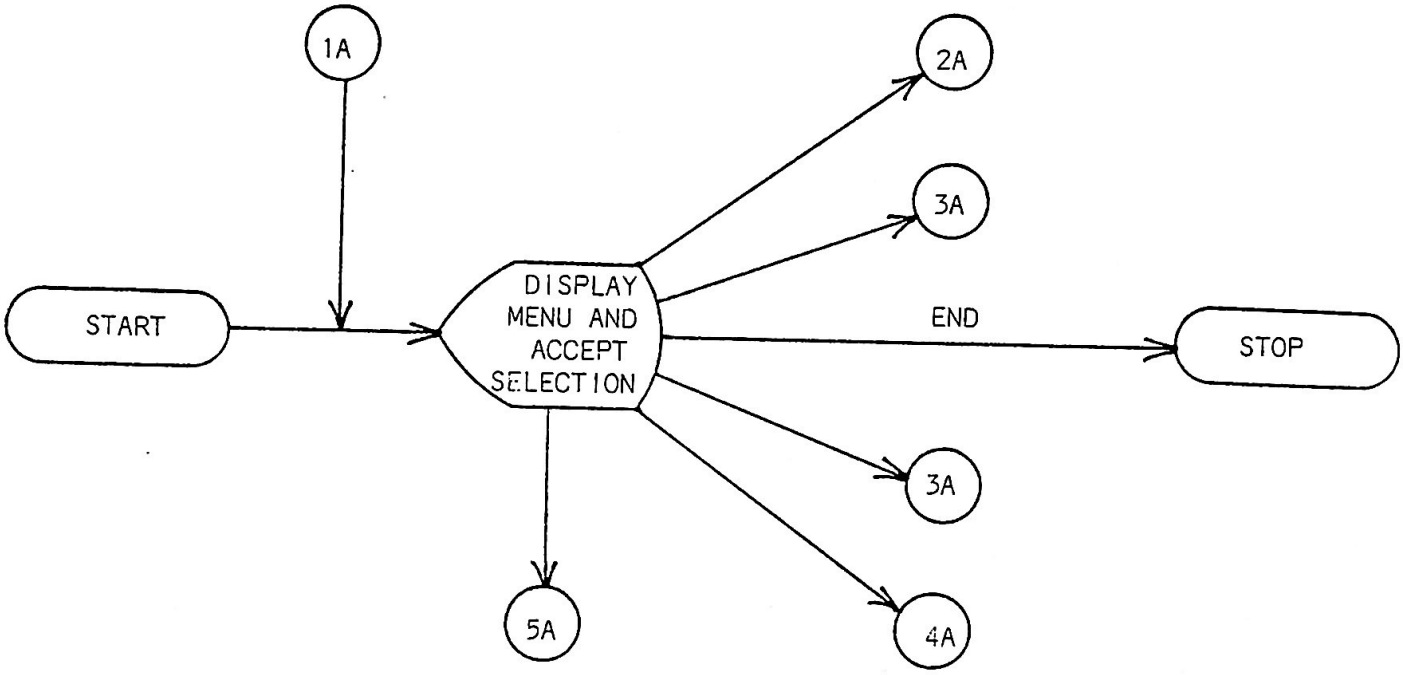
See exhibits: VTAP4
RPTAP2
RPTAP3
FDAP3
FDAP4

# System Logic Flow

**A/P**

**New AP Entry and Posting (NAPENT)**



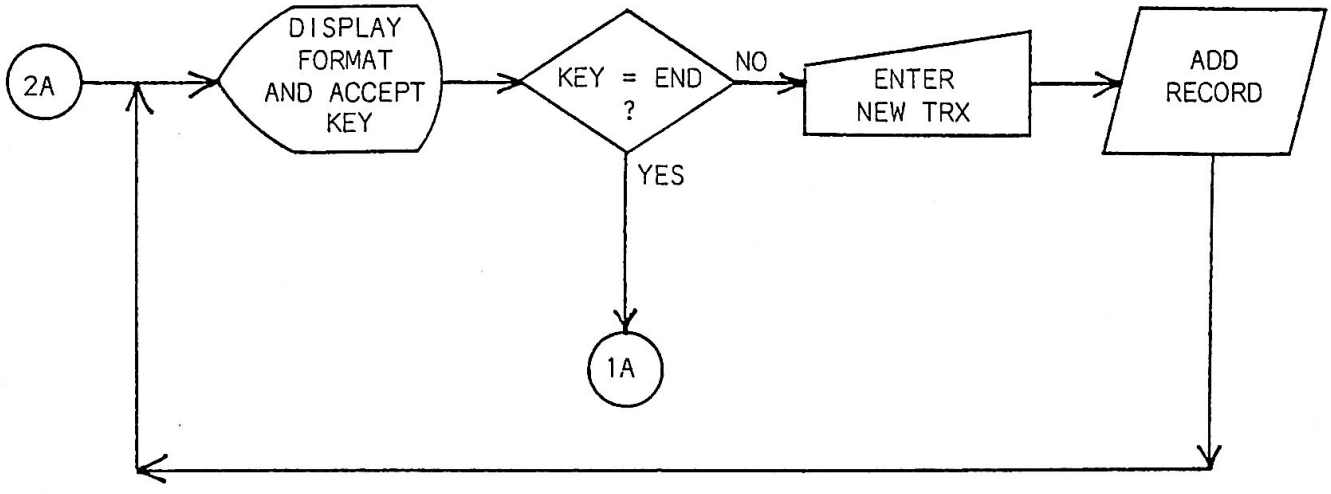



The menu ( VTAP5, pg. 1) is displayed and one of the following selections is allowed:

1. Enter (Add) New Transaction
2. Change Existing Transaction
3. Delete Existing Transaction
4. Print Transactions
5. Post Transactions

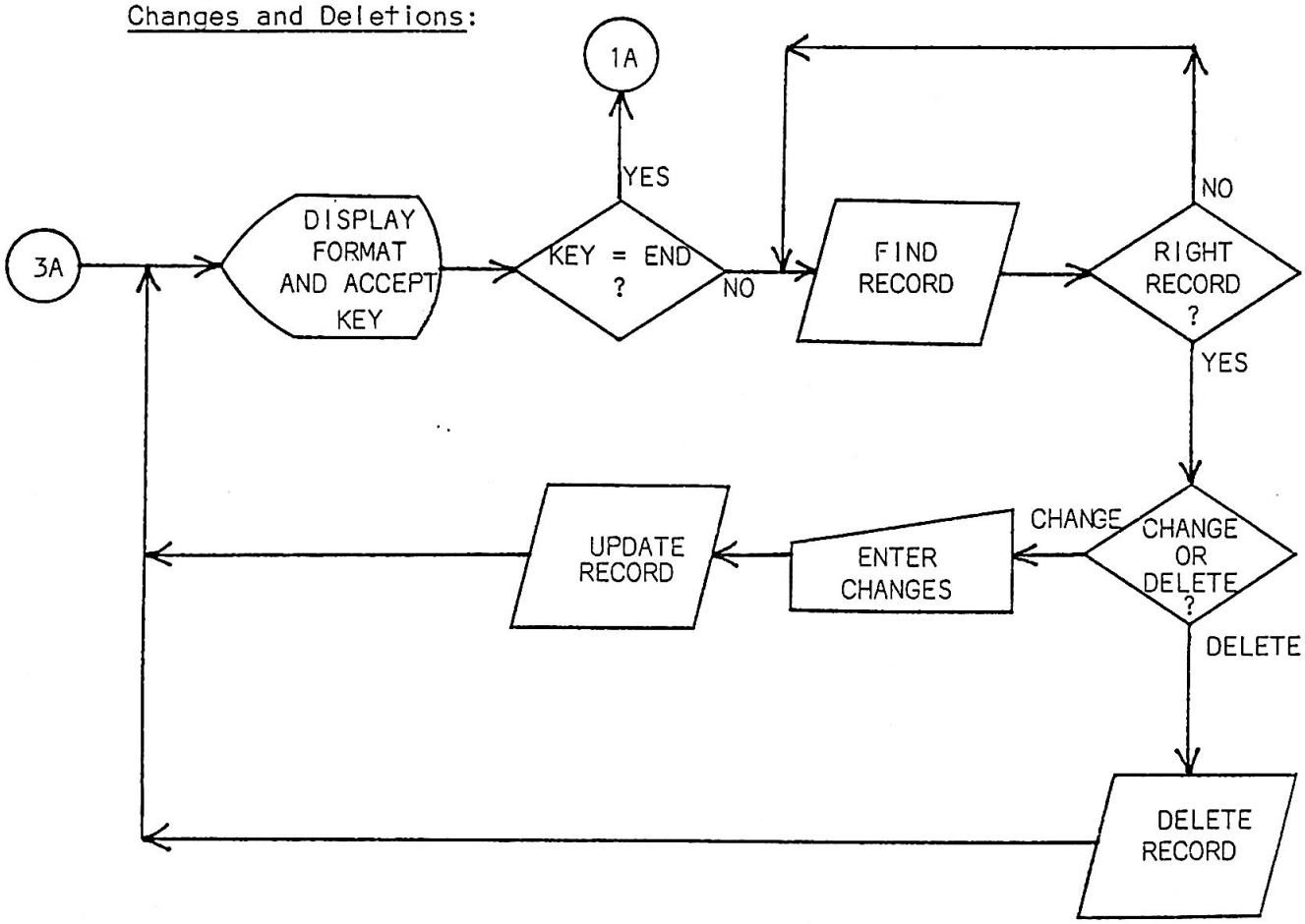
See indicated pages for the processing appropriate to each selection.

Additions:




The full VDT format (VTAP5, p. 2) is displayed and the record is accepted. (If "END" is typed in the first field, the program returns to the menu (page 1).)

Changes and Deletions:




When change or delete is selected, the full record format (VTAP5, p. 2) is first displayed.

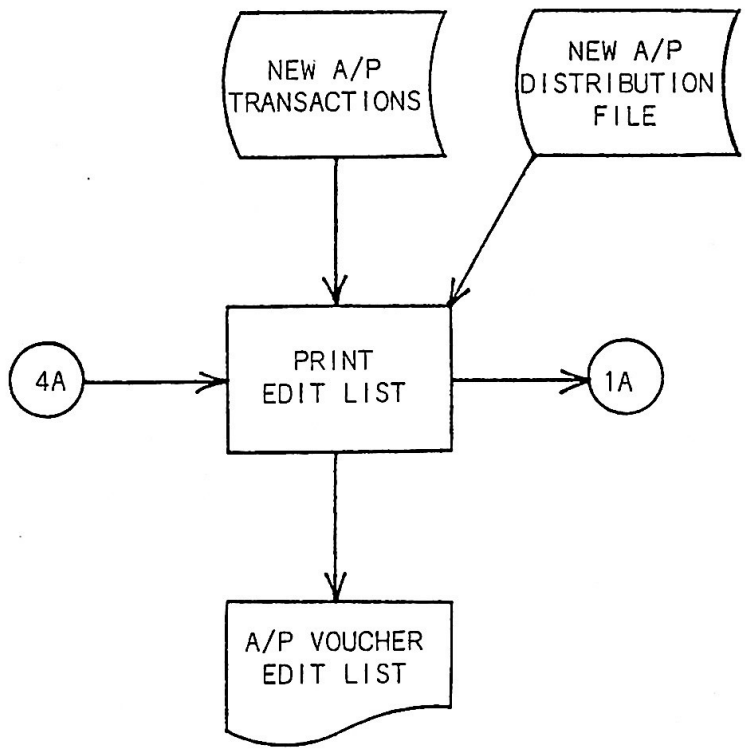
Then the key of the record being sought is entered. (If "END" is typed, the program returns to the menu (page 1).)

The program finds the record, displays its contents on the screen, and asks if this is the right record.

In change mode, changes are entered through "ANY CHANGE ?" and "WHAT # ?". The record is then updated on the file, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

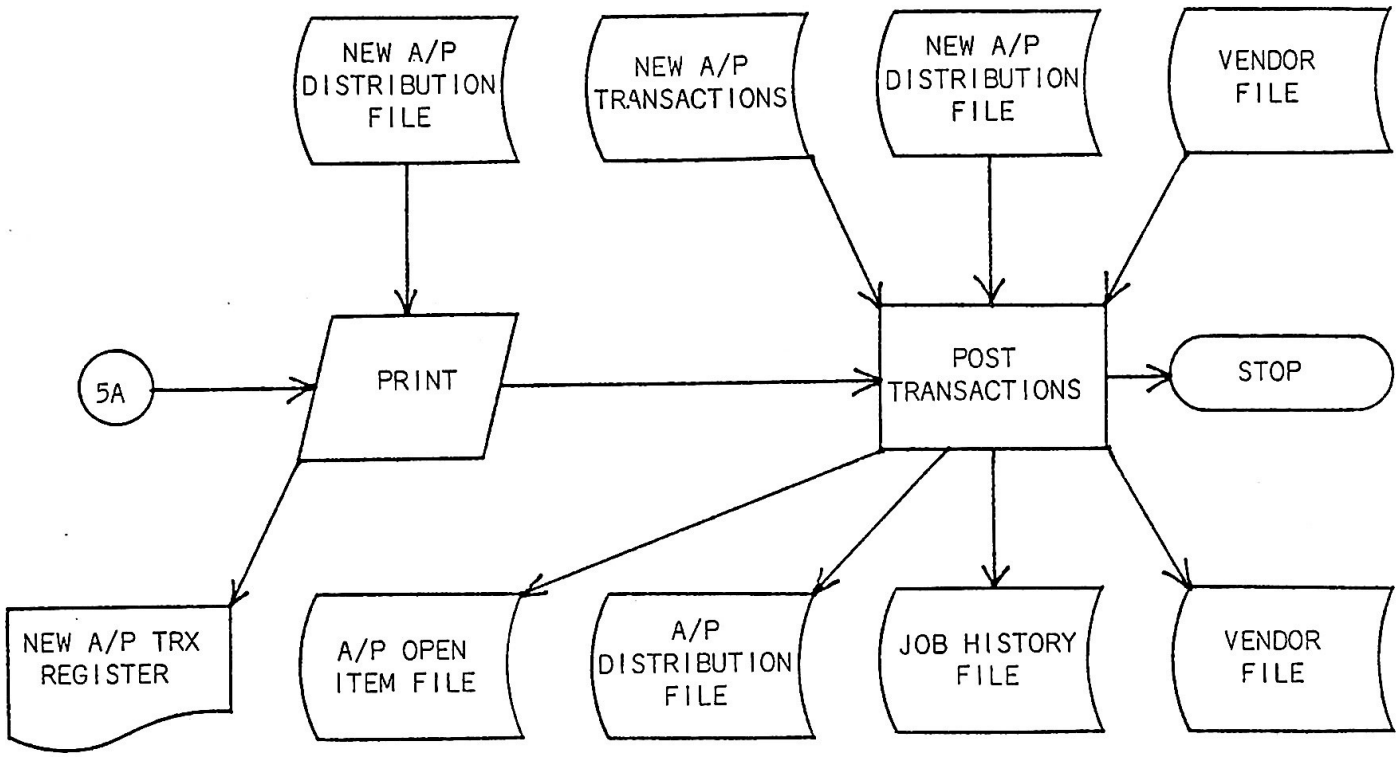
In delete mode, after verifying the right record, the program marks the record for deletion, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

Print Edit List:




The Edit List is printed (RPTAP4) from the New A/P Transaction file (FDAP4).

Then the menu (VTAP5, p. 1) is re-displayed.




The New A/P Transaction Register is printed, per RPTAP4. New A/P transactions (FDAP5) are posted to the A/P Open Item file (FDAP7) and the A/P Distribution file (FDAP8). New A/P distribution transactions (FDAP6) are posted to the A/P Distribution file (FDAP8) and the Job History file (FDAP9). The Vendor file (FDAP3) is also updated.

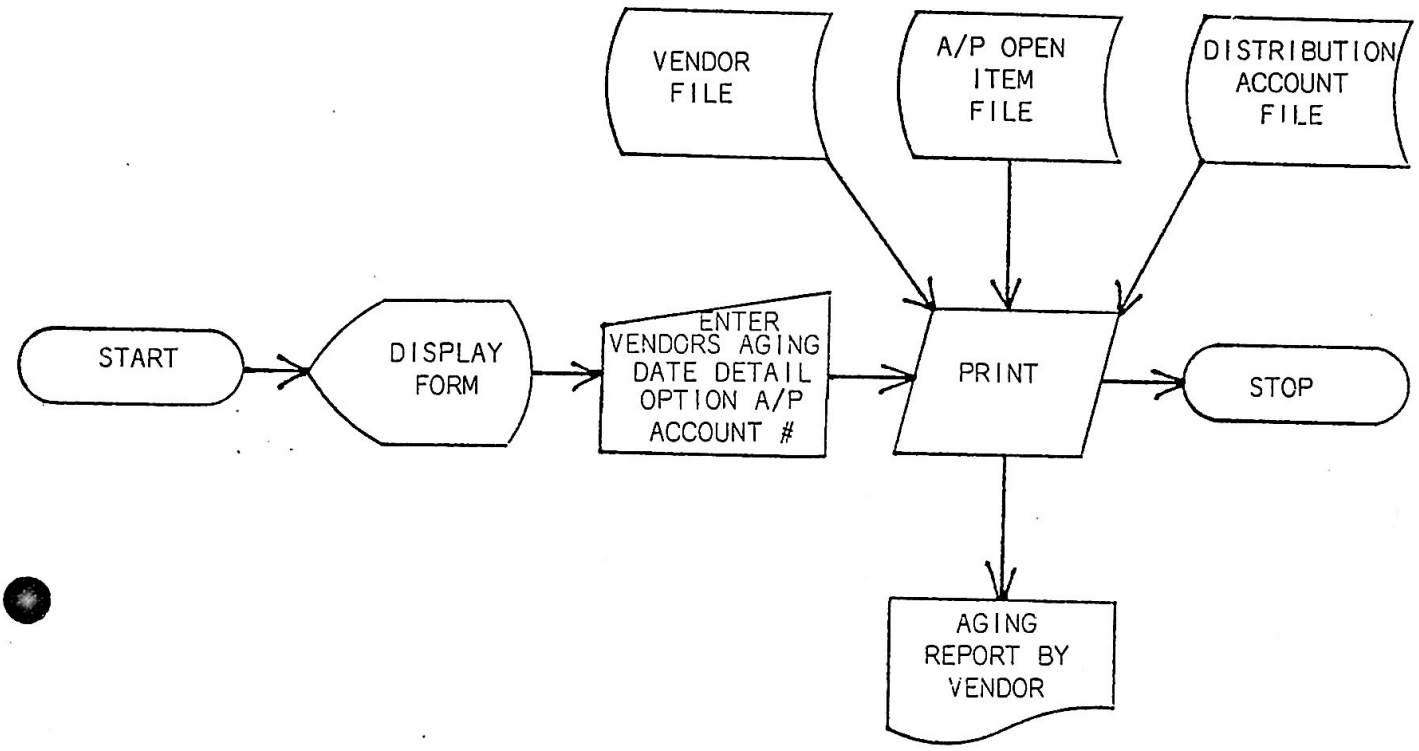
# System Logic Flow

D-Basic

Release: 001 **A/P**

Date: **2/01/79** Page 1 of 1

**Accounts Payable Aging Report by Vendor (APARSL & APORPT)**




The date for aging, the starting and ending vendor numbers, whether details are desired and the Accounts Payable account desired are selected.

The report prints by itself or before the Aging Summary Report.

The program returns to the main menu if "ALL" vendors were selected, or the summary report is printed. If a range of vendors was printed, the program returns to the Aging screen (VTAP6) for more data.

See exhibits: VTAP6
RPTAP5
FDAP7
FDAP3
FDAP2

# System Logic Flow

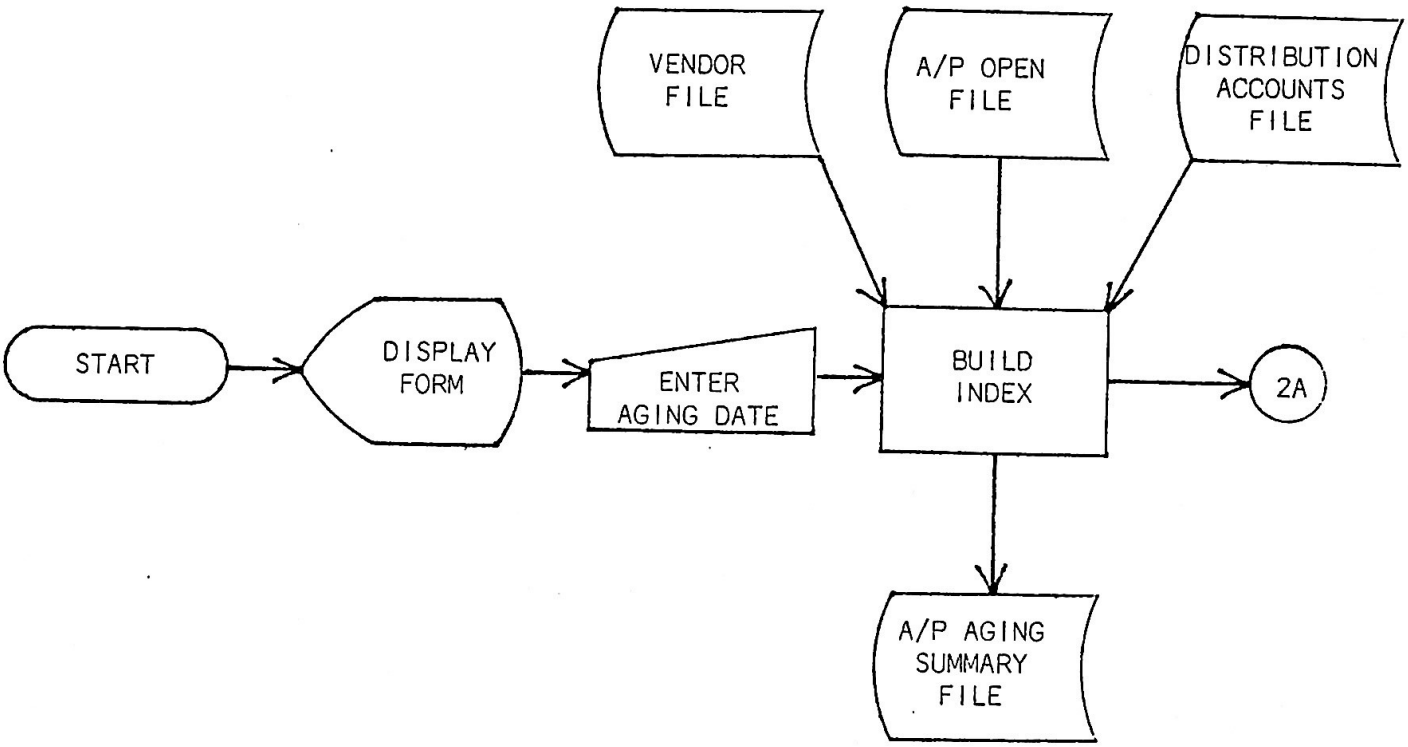
D-Basic

Release: 001 **A/P**

Date: 2/01/79 Page 1 of 2

**Accounts Payable Aging Report Summary By Accounts Payable Account**

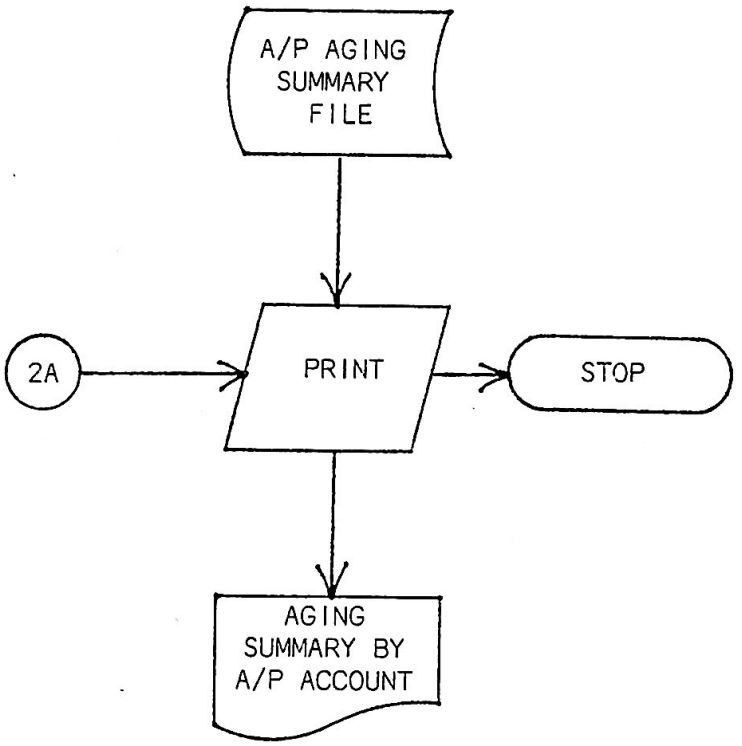
**(APARSL & AGSRPT)**




The aging date is entered and an index is built with the Accounts Payable account as the key.

**Accounts Payable Aging Report Summary By Accounts Payable Account**

**(APARSL & AGSRPT)**




The report prints by itself or after the Aging Report by Vendor.

The program returns to the main menu.

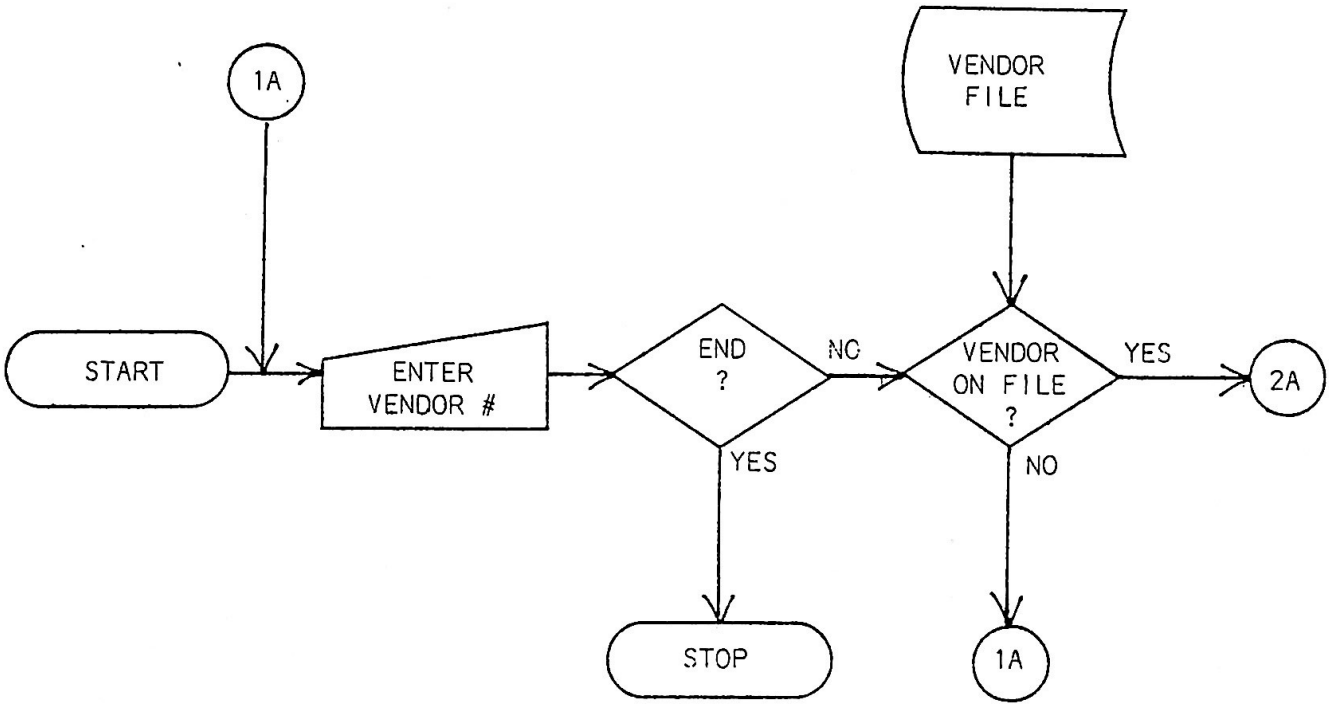
See exhibits: VTAP6
RPTAP6
FDAP10
FDAP7
FDAP3
FDAP2

# System Logic Flow

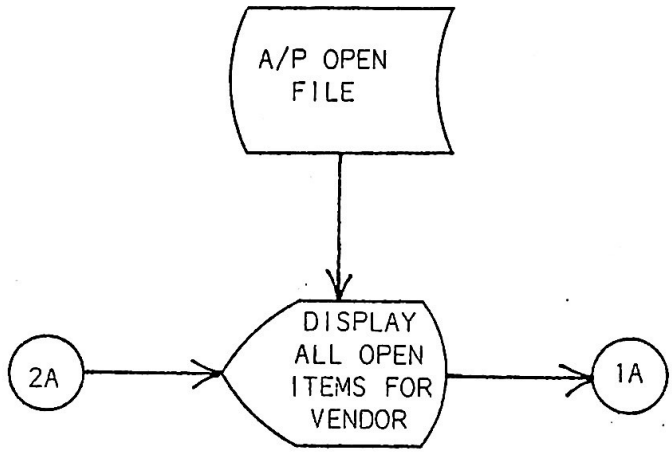
**A/P**

**CRT Account Inquiry (APOINQ)**

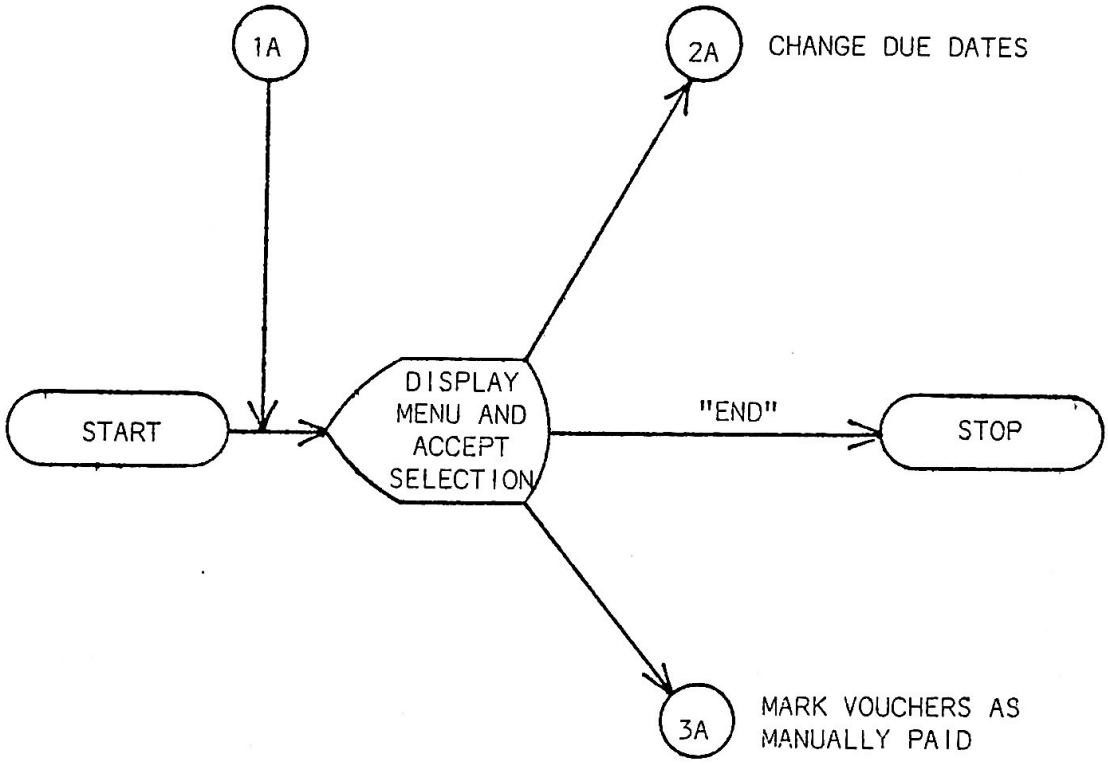





The vendor number is entered and the Vendor file (FDAP3) is accessed.



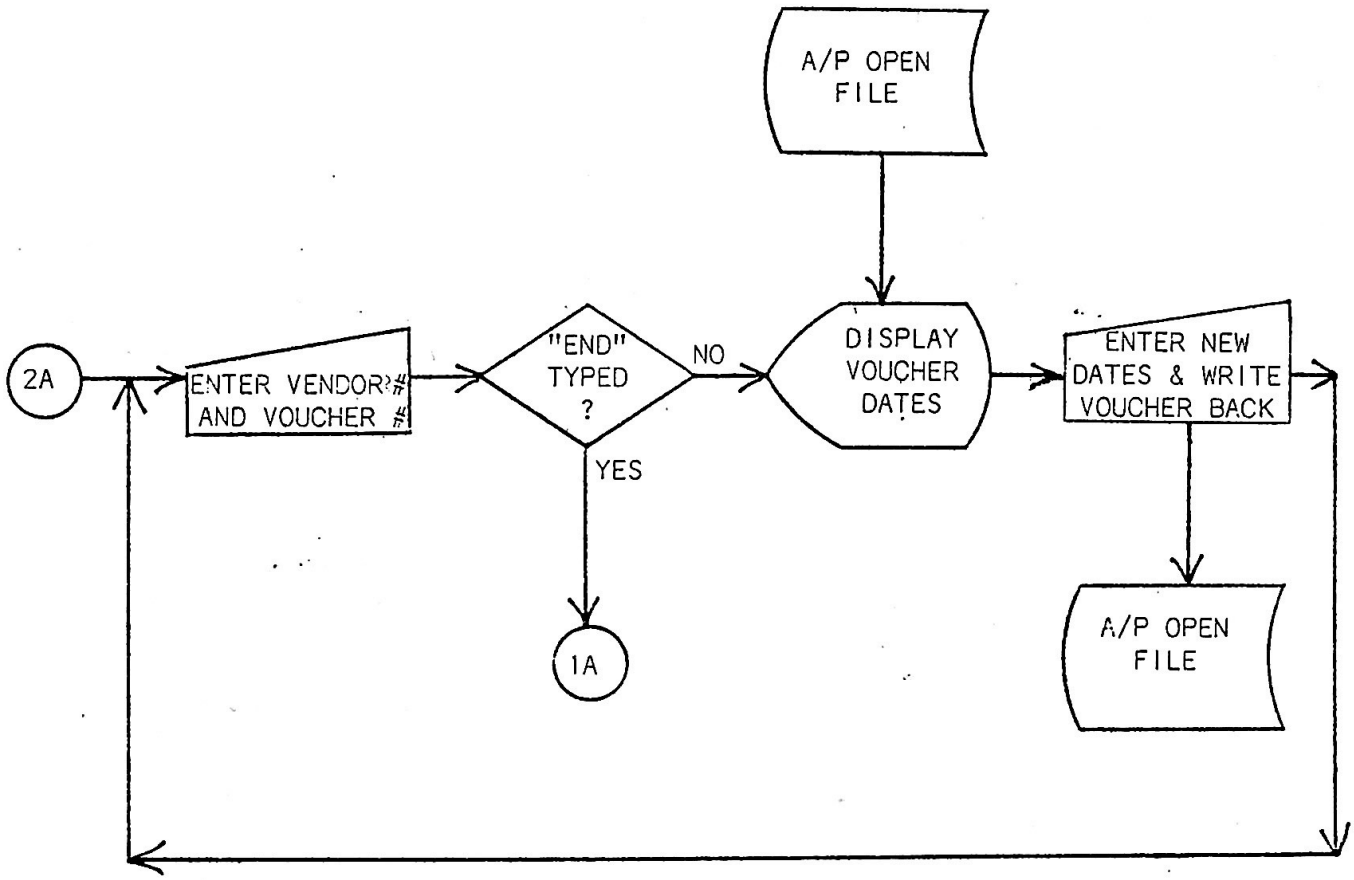

The Accounts Payable Open file (FDAP7) is accessed and all open items for the vendor are displayed (VTAP7).



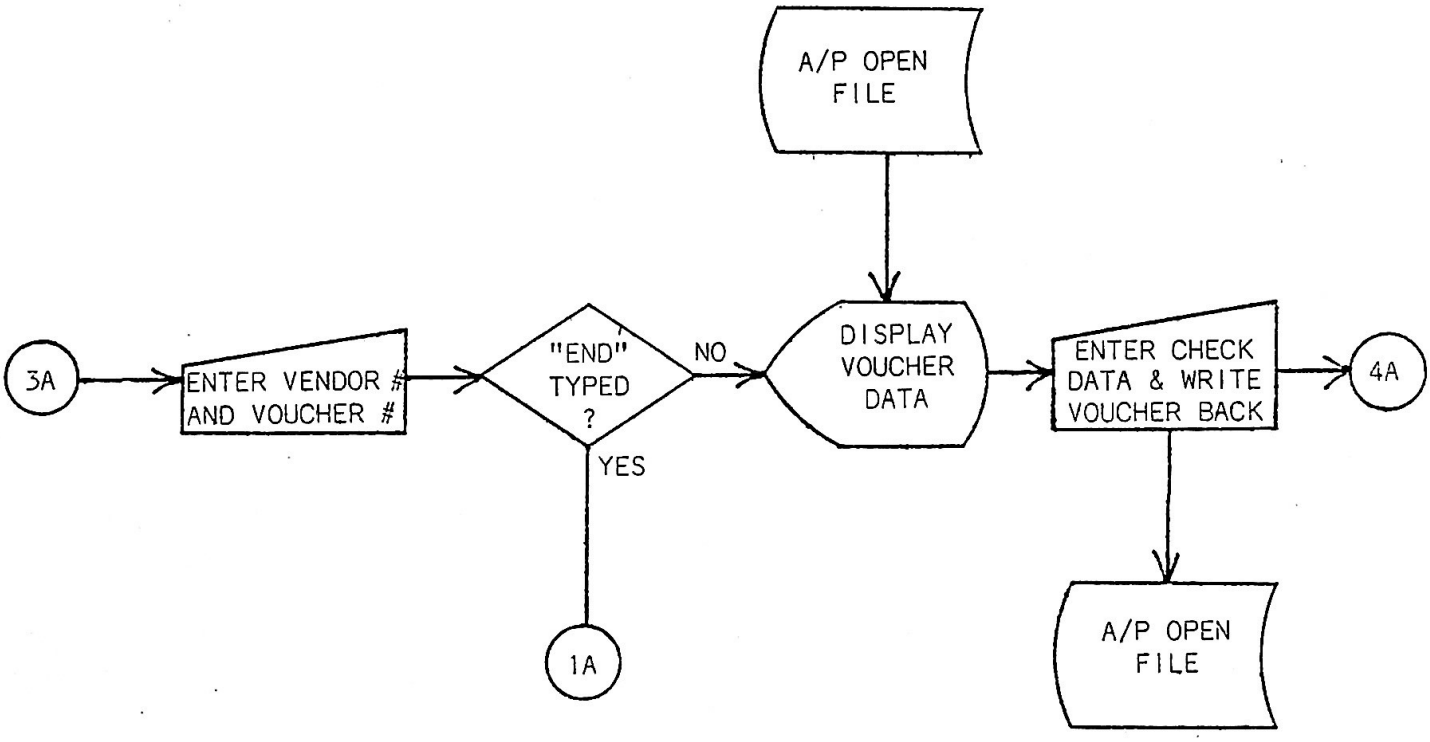

The menu is displayed per VTAP8, pg. 1 and one of the following selections are made.

1. Change Due Dates
2. Mark Vouchers as Manually Paid

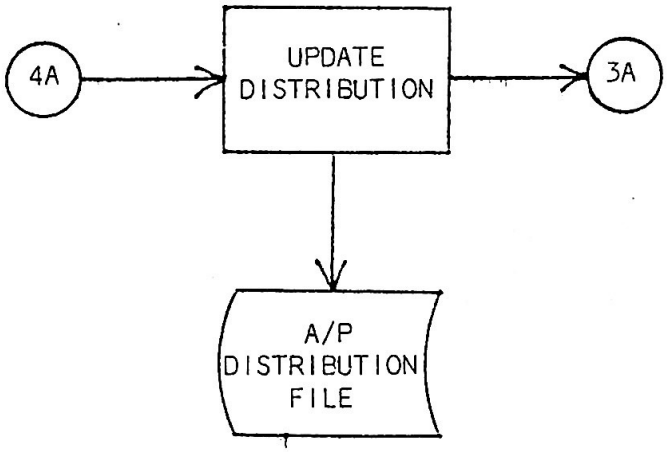
"END" is typed to terminate processing.




Enter the vendor number and voucher number and the voucher data is displayed per VTAP8, page 2. Enter the new due date and discount date.




Enter the vendor number and voucher number and the data is displayed per VTAP8, page 3. Enter the check data and rewrite the voucher to the Accounts Payable Open file (FDAP7).




The cash, discount and A/P open accounts are updated with the amounts entered.

# System Logic Flow

D-Basic

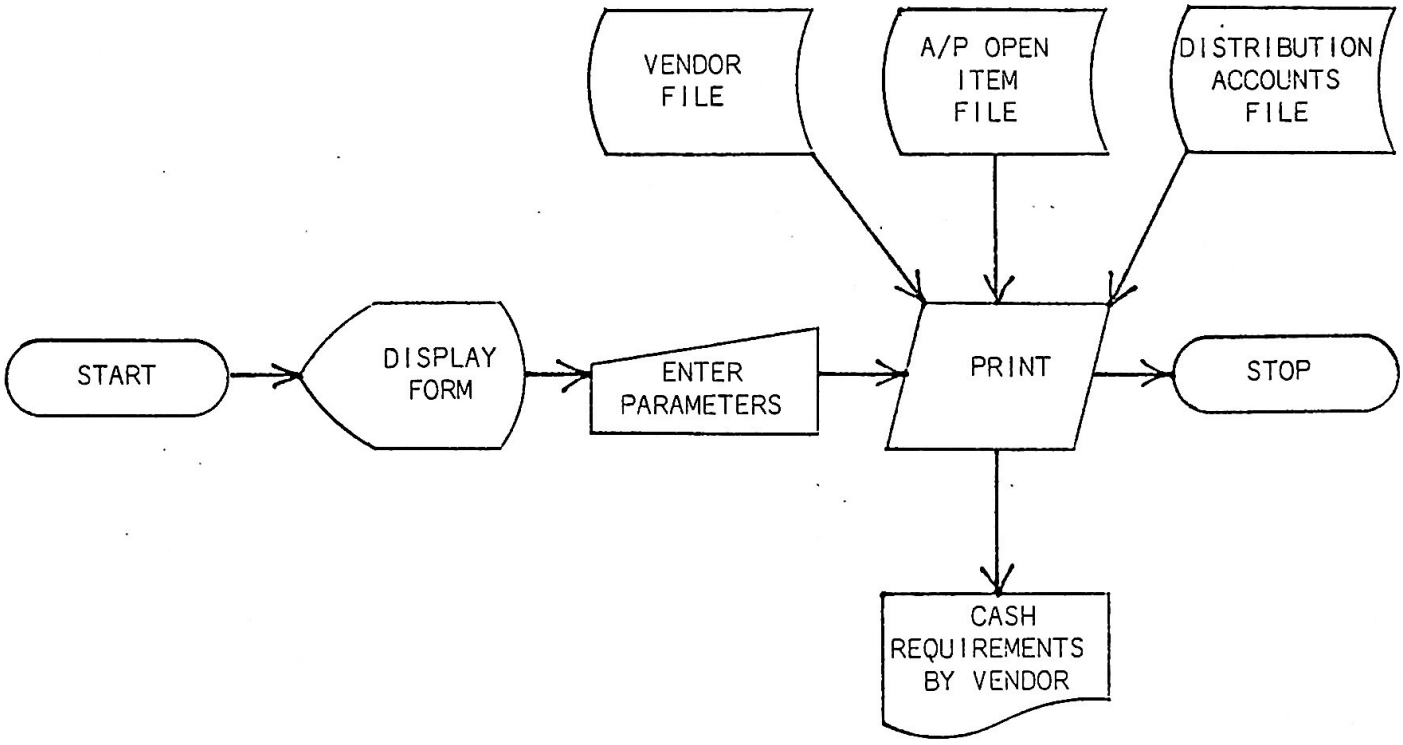
Release: 001

**A/P**

Date: **2/01/79**



**Cash Requirements Summary by Accounts Payable Account (CRQSEL & CROSUM)**



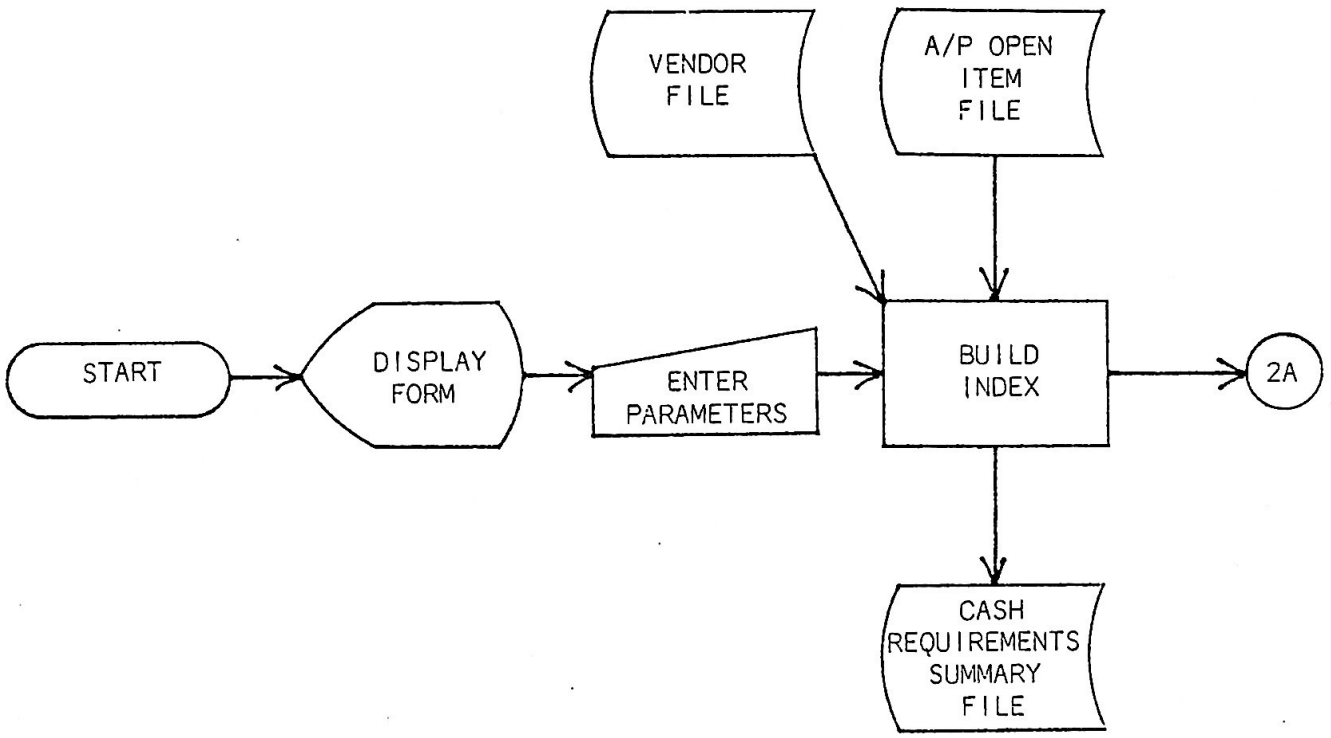

This report can be selected by itself or in conjunction with a summary report which prints after it.

User enters cut-off date, payment date, whether user desires details, and which Accounts Payable account is desired.

Cut-off dates stop consideration of desired bills after this point. Details can be selected. These print after the total line.

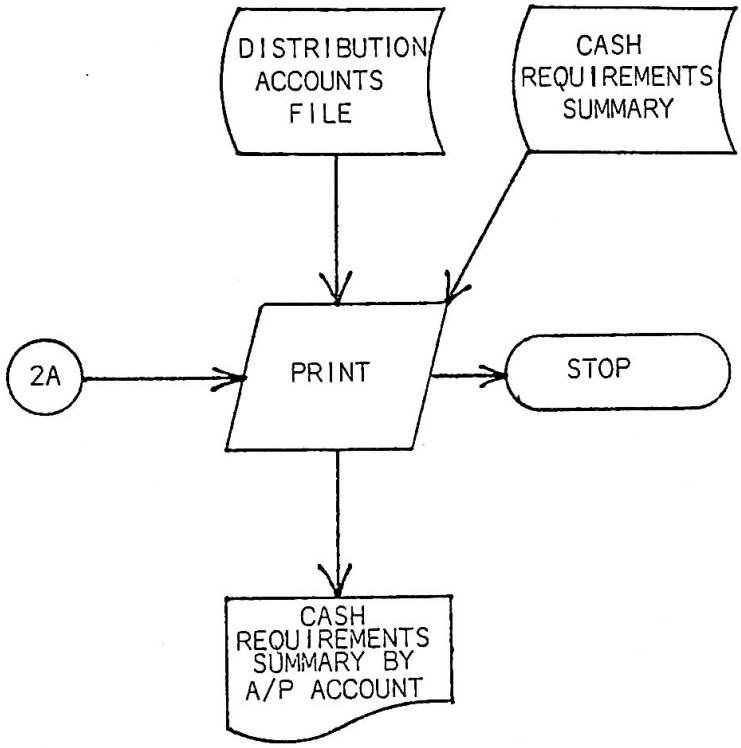
See exhibits: VTAP9
RPTAP7
FDAP3
FDAP7
FDAP2

**Cash Requirements Summary by Accounts Payable Account (CRQSEL & CROSUM)**




This program may be selected by itself or in conjunction with the Cash Requirements Report by Vendor. The cut-off date (don't show bills with due dates and discount dates after this date) and payment date are entered. An index is built with the A/P account as the key.

**Cash Requirements Reports by Vendor (CRQSEL & CSHERQ)**




The report prints after a short processing period.

The program returns to the main Accounts Payable menu.

See exhibits: VTAP9
RPTAP8
FDAP12
FDAP2
FDAP3

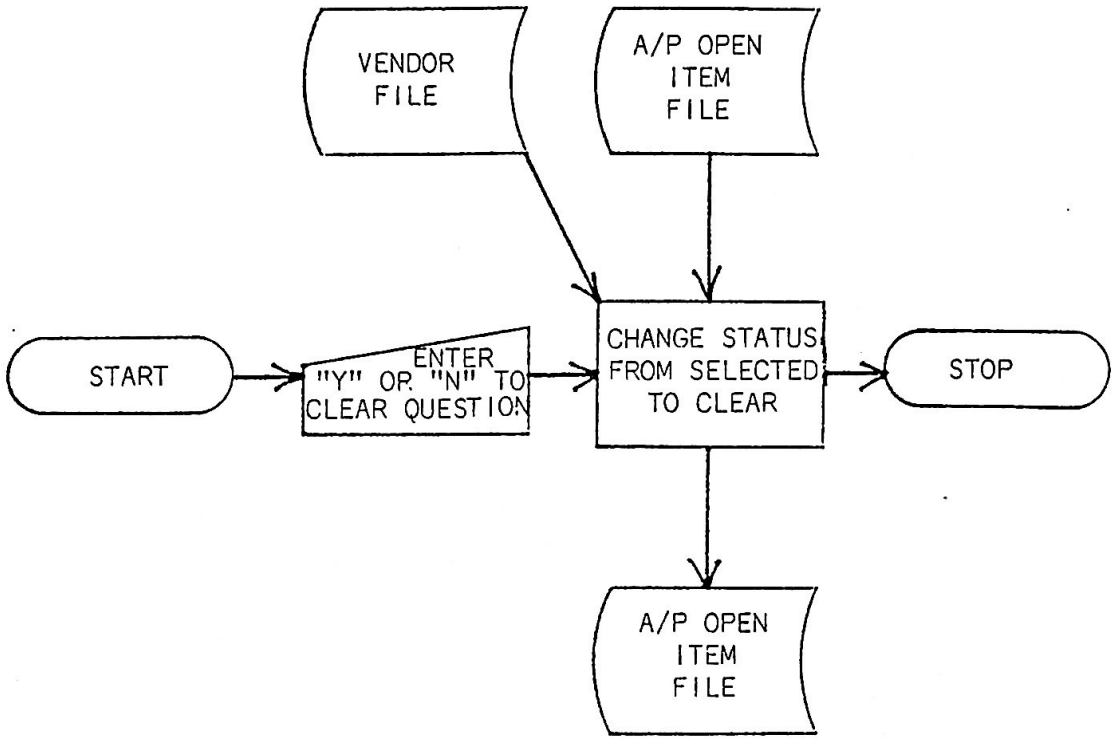
# System Logic Flow

D-Basic

Release: 001 **A/P**

Date: **2/01/79** Page 1 of 1

**Payment Preparation : Clearing Previous Selections (PAPREP)**

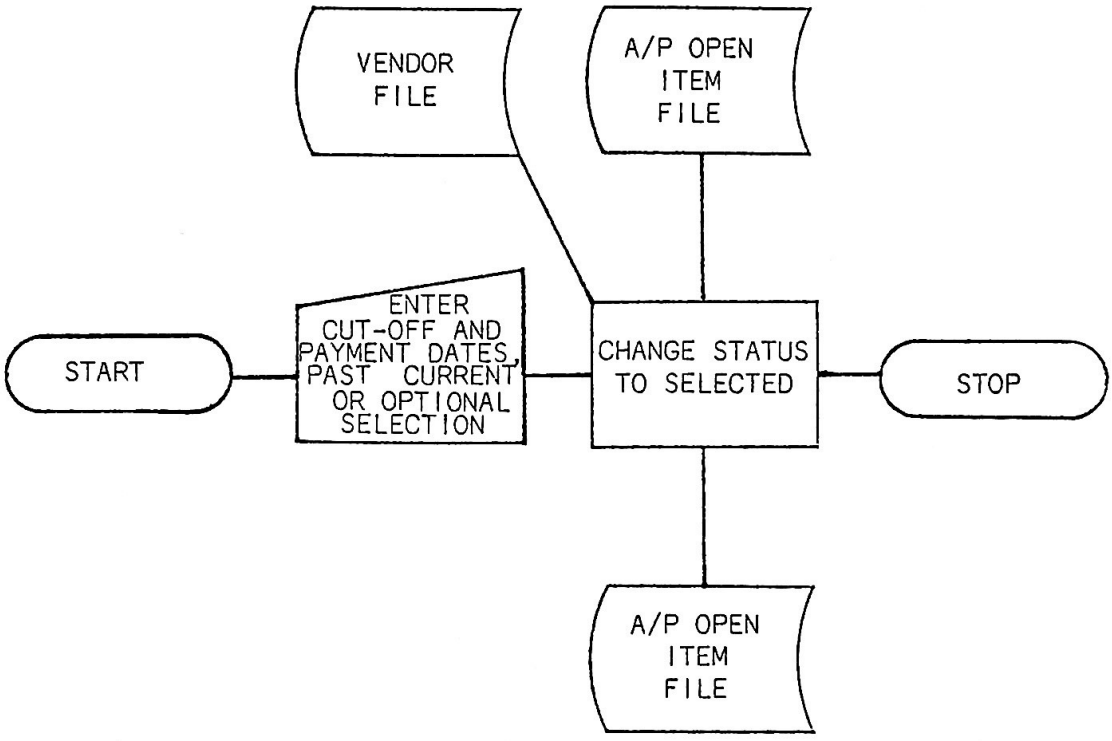



The screen requests if you want to clear previous selections. If you answer "Y", then previously selected items are now unselected.

The program returns to the Payment Preparation screen.

See exhibits: VTAP10, p. 3
FDAP3
FDAP7

**Payment Preparation: Generalized Payment Selection (PAPREP)**




The cut-off date and payment dates are entered. Whether the user deisres to pay past, current, or optional is also entered.

The status of the Accounts Payable open item is changed from unselected or cleared to selected for payment.

The program returns to the Payment Preparation menu.

See exhibits: VTAP10, p. 4
FDAP3
FDAP7

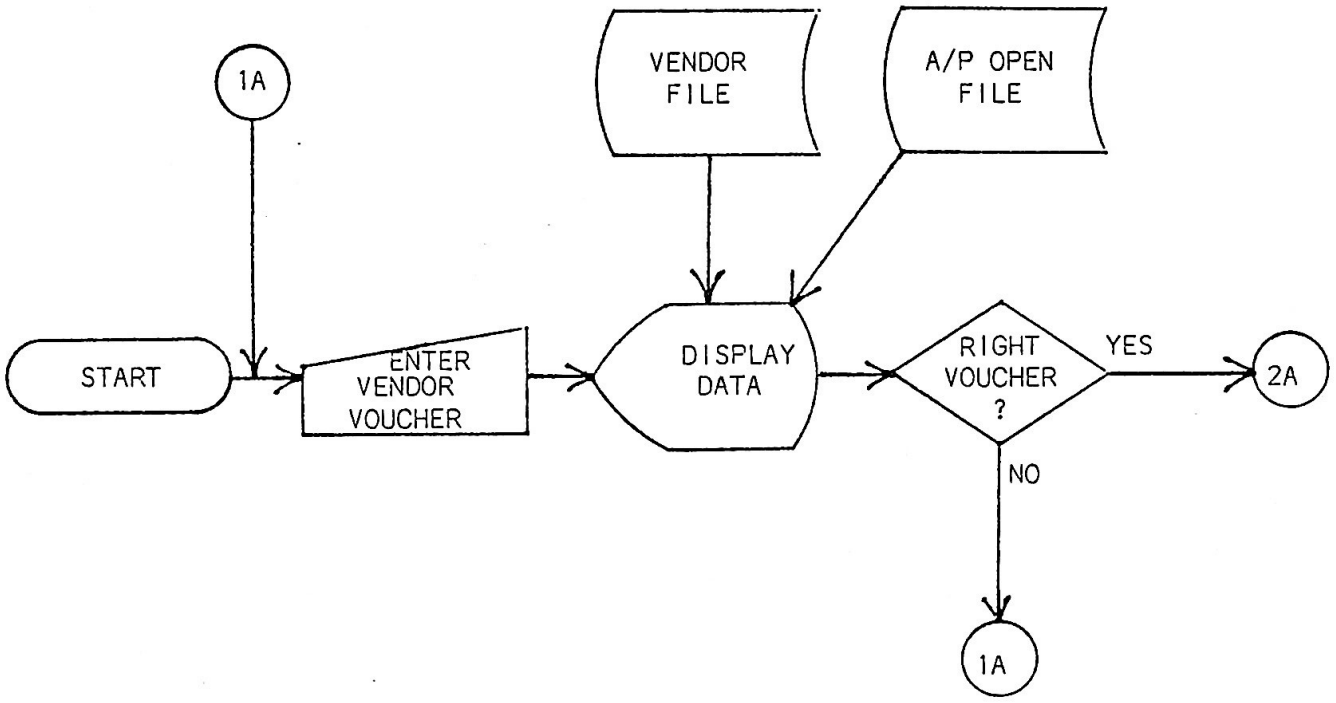
# System Logic Flow

D-Basic

Release: 001 **A/P**

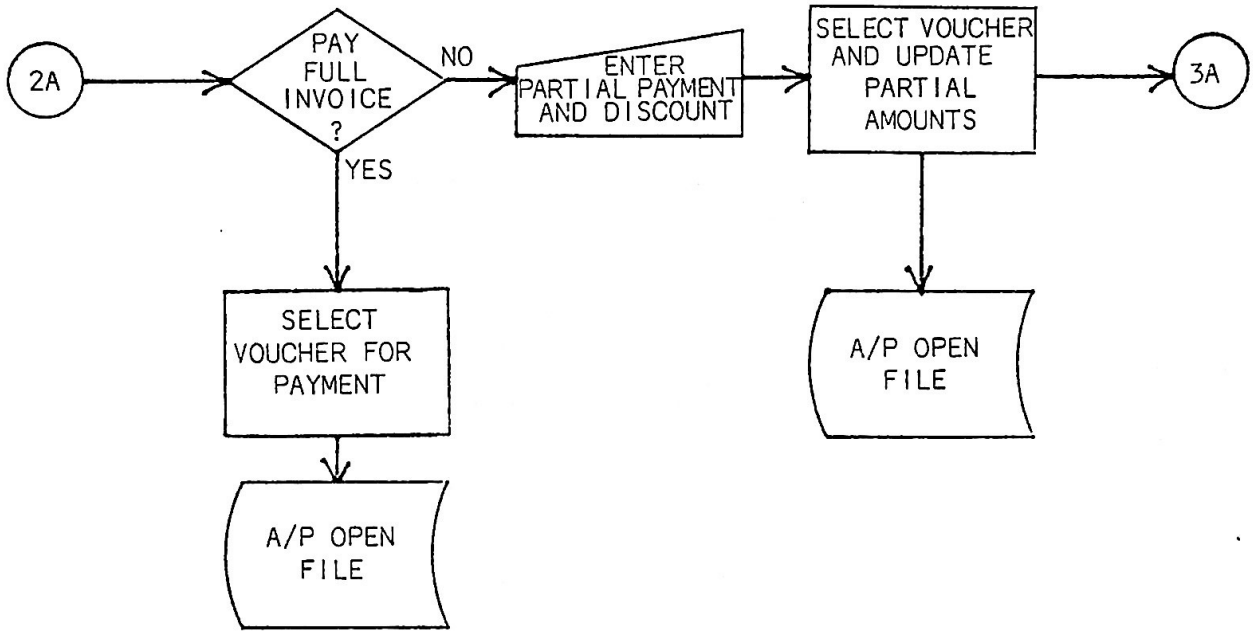
Date: **2/01/79** Page 1 of 3

**Payment Preparation: Select Voucher For Payment (Full or Partial) (PAPRE2)**



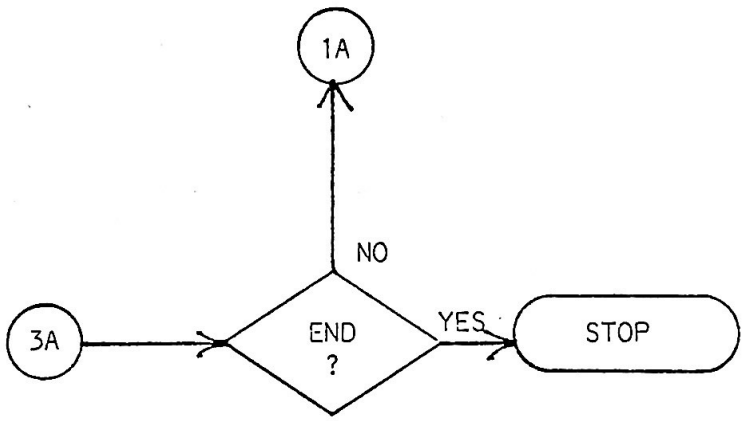

The vendor and voucher numbers are entered. The voucher is displayed and the user is asked if its the right voucher.

**Payment Preparation: Select Voucher For Payment (Full or Partial) (PAPRE2)**




If it is the right voucher, the user can pay the full invoice amount or he can partially pay. In either case, the voucher is selected for payment.

**Payment Preparation: Select Voucher For Payment (Full or Partial) (PAPRE2)**




The program ends when "END" is entered in the vendor number slot.

It then returns to the Payment Preparation menu.

See exhibits: VTAP10, p. 5
FDAP3
FDAP7

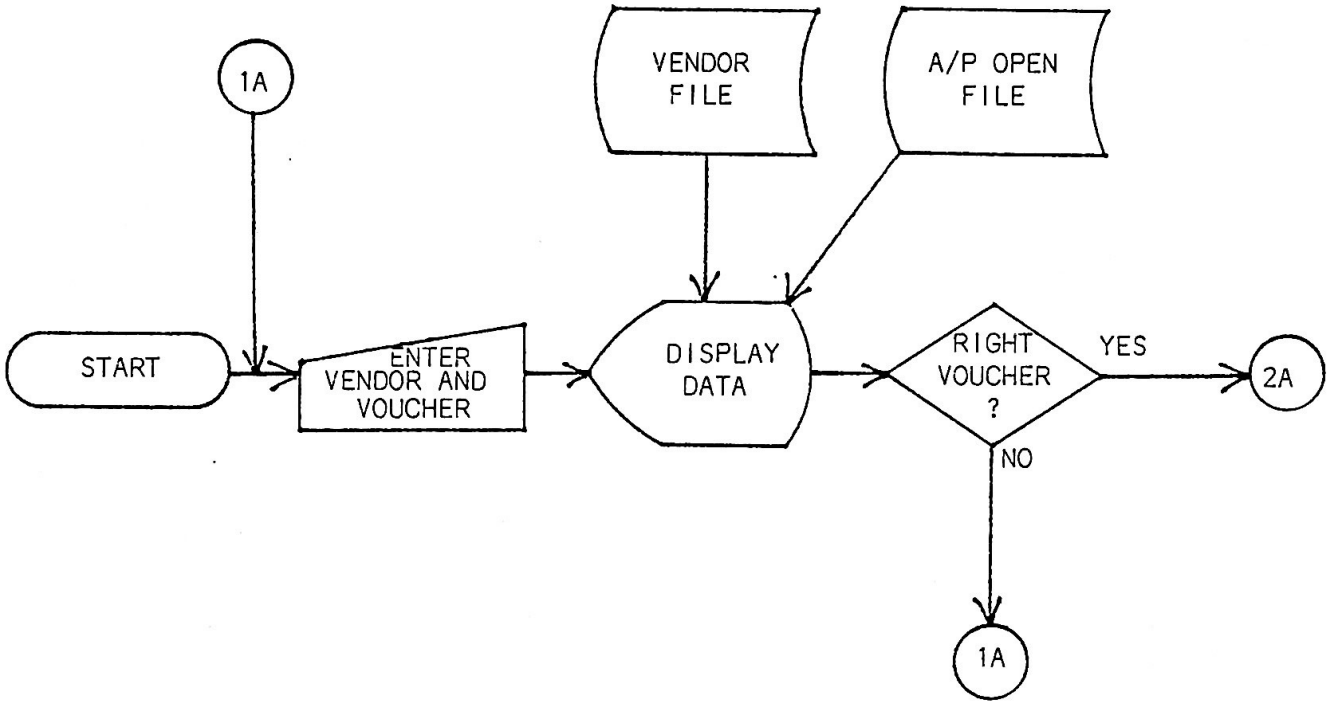
# System Logic Flow

D-Basic

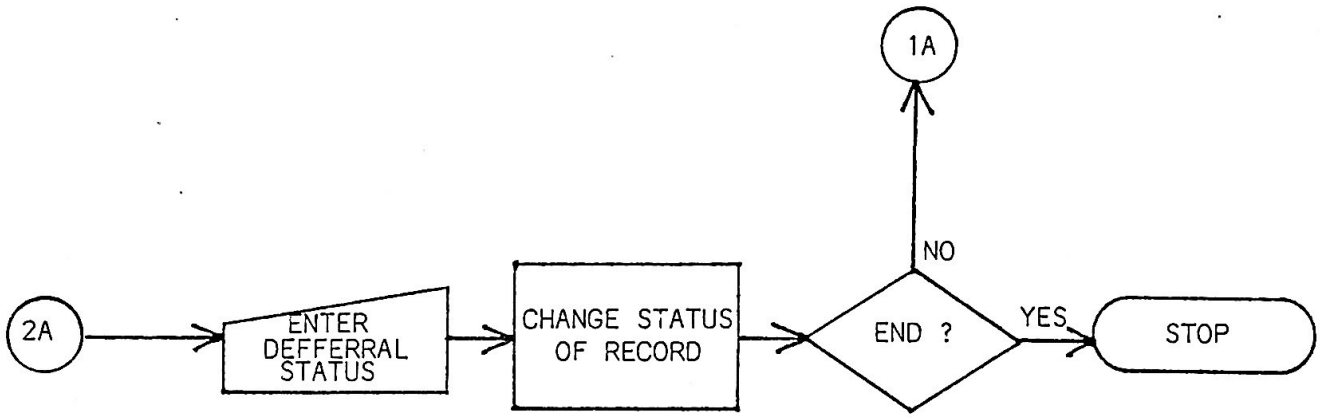
Release: 001 **A/P**

Date: **2/01/79** Page 1 of 2

**Payment Preparation: Defer Vouchers From Payment (PAPRE3)**




The vendor and voucher numbers are displayed and the user is asked if it is the right voucher.



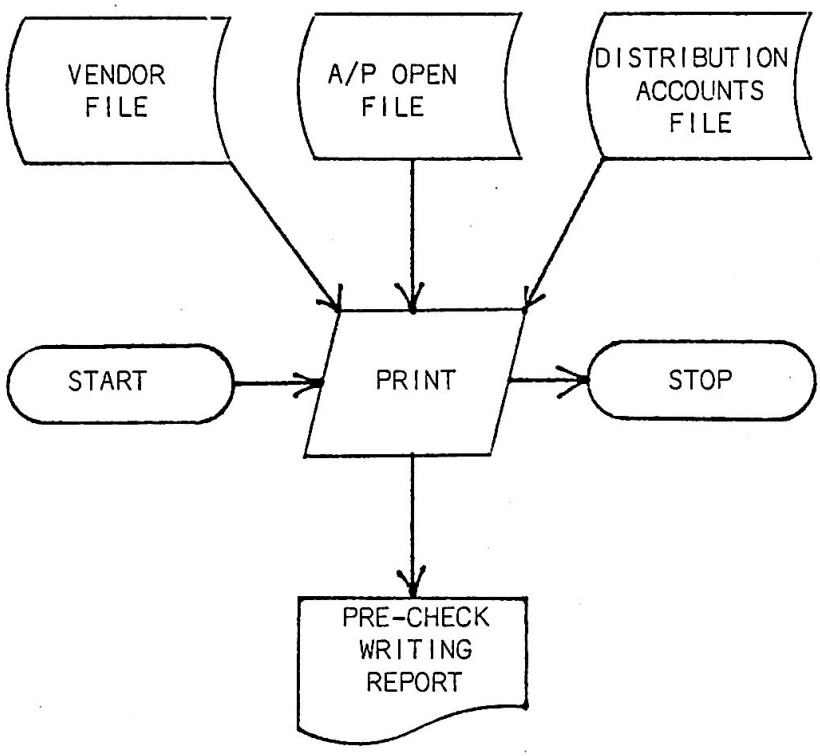

If it is the right voucher, you must change the status to temporarily or permanently deferred.

To end deferring of vouchers, enter "END" in the vendor number slot.

The program returns to the Payment Preparation screen.

See exhibits: VTAP10, p. 6
FDAP3
FDAP7

**Pre-Check Writing Report (PRECHK)**




The report is selected from the Payment Preparation menu. It prints out those regular and credit vouchers which have been selected for payment. The user has the option of printing deferred items on the report.

The program then returns to the Payment Preparation menu.

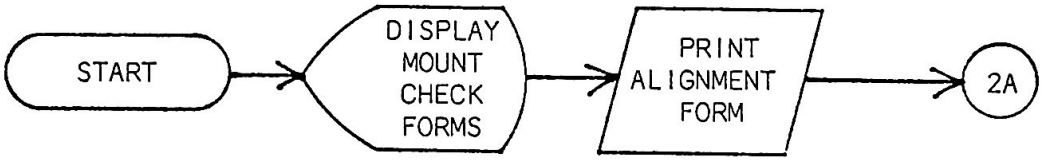
See exhibits: RPTAP9
FDAP3
FDAP2
FDAP7

# System Logic Flow

**A/P**

**Check Writing and Posting (APCKAL)**





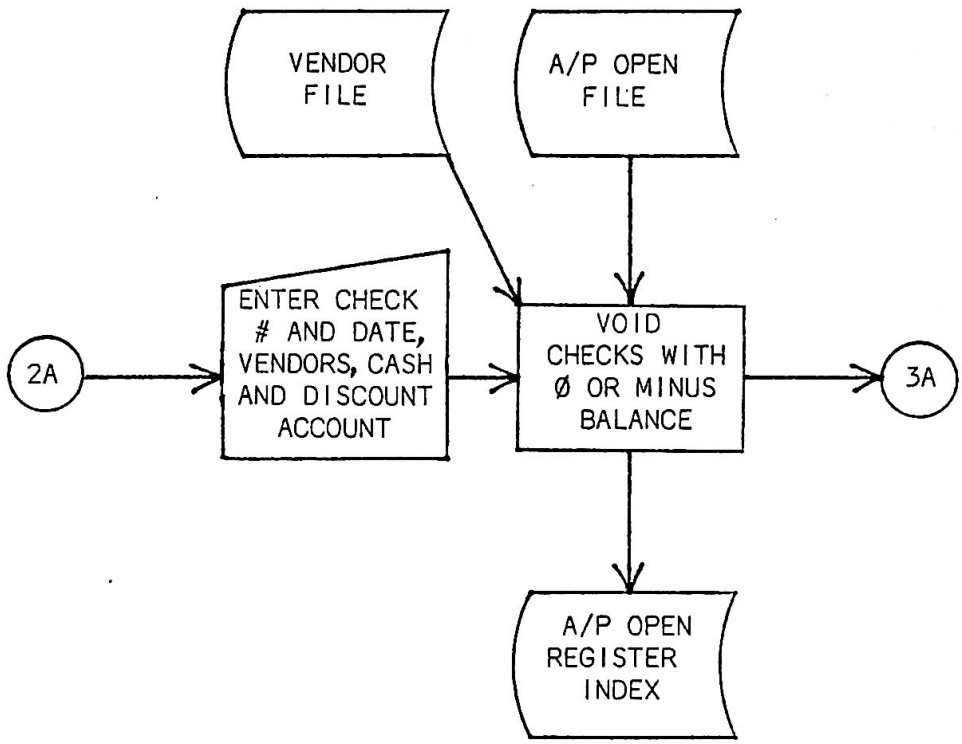

The check printing program is selected from the Payment Preparation menu. The check forms are mounted and an alignment form is printed (VTAP12, pages 1 and 2).

# System Logic Flow

**A/P**

**Check Writing and Posting (APCKAL)**





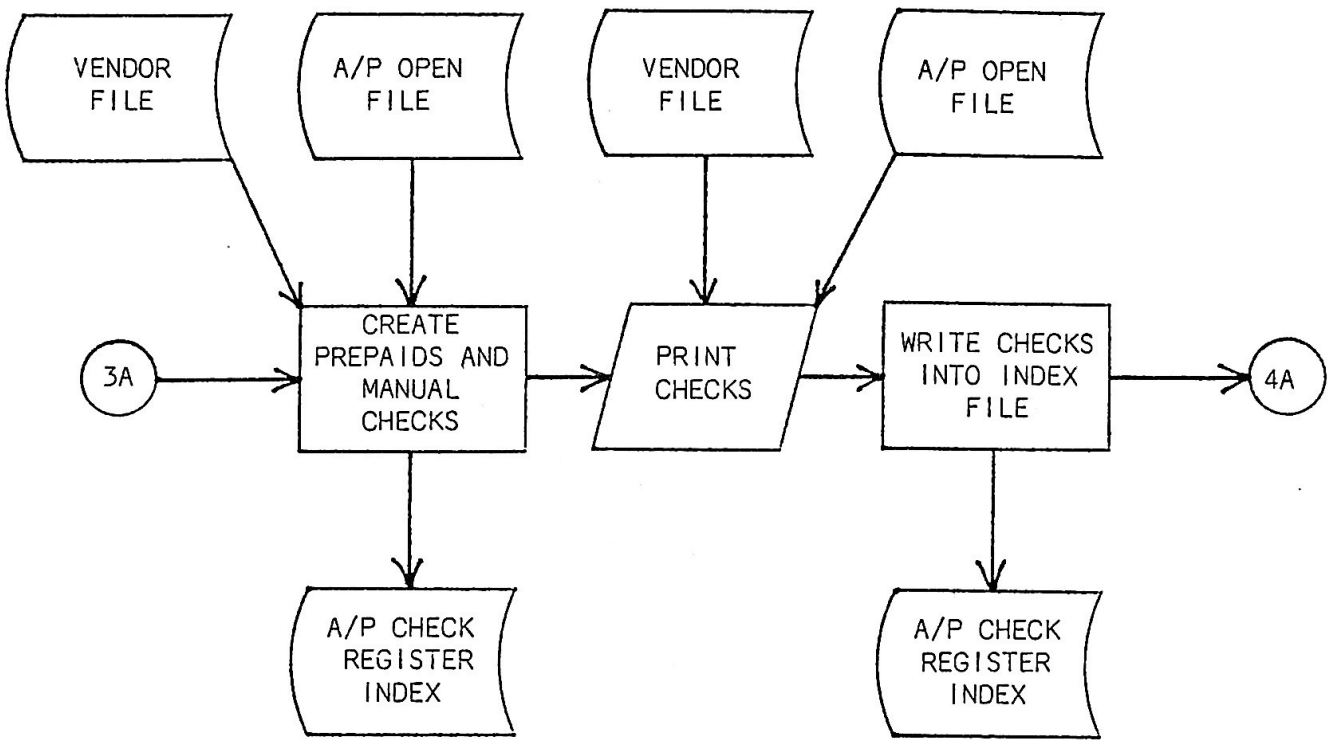

The check date, etc. is entered through the terminal (VTAP12, p. 3). The checks are then screened for zero or minus checks which are unselected.

# System Logic Flow

**A/P**

**Check Writing and Posting (APCKAL)**



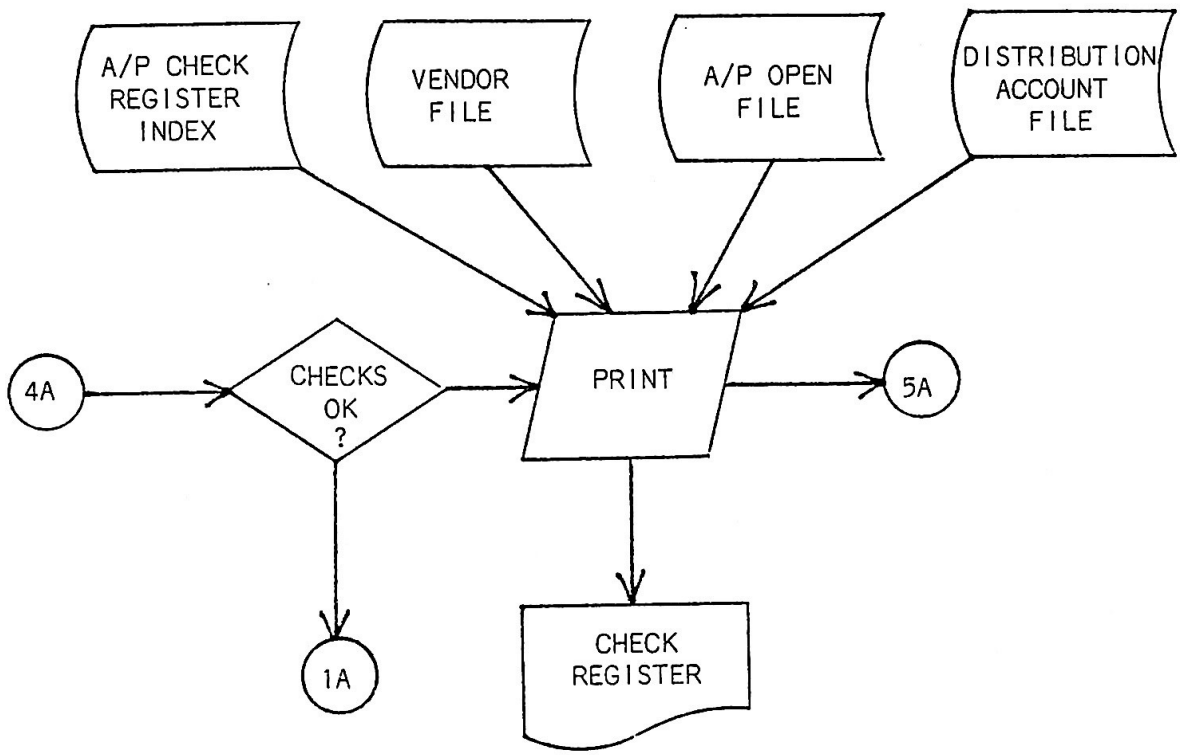



Prepaid checks and manually paid checks are created on an index file with their amounts.

Regular and credit vouchers are printed on stubs and the checks are totaled and written into and index file as a single check.

Stubs which overflow are voided and the final total is printed on the last stub for that vendor.

See exhibits: RPTAP13
FDAP3
FDAP7




The question "ARE ALL THE CHECKS OK ?" appears on the CRT. If they are okay, the register is printed. If not, then new check information is requested.

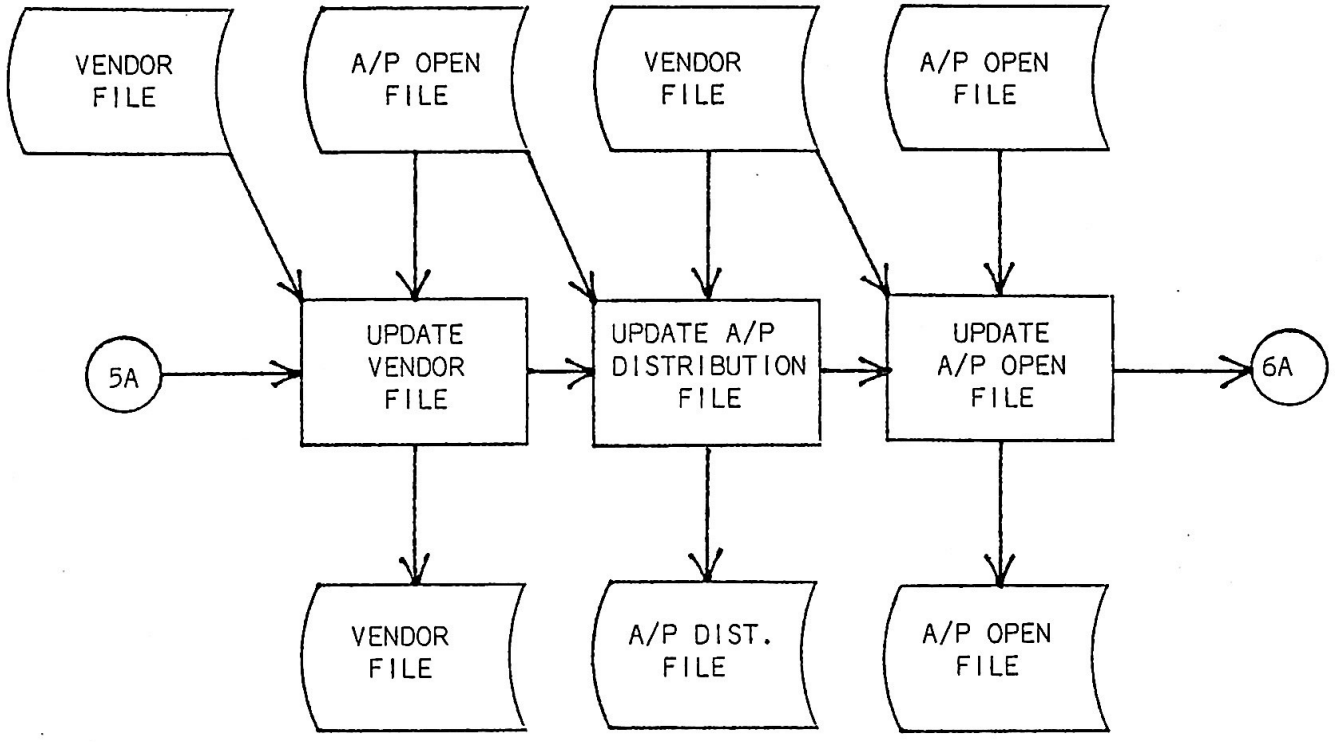
See exhibits: VTAP13, p. 1 & 2
RPTAP10
FDAP2
FDAP3
FDAP7
FDAP13

# System Logic Flow

**A/P**

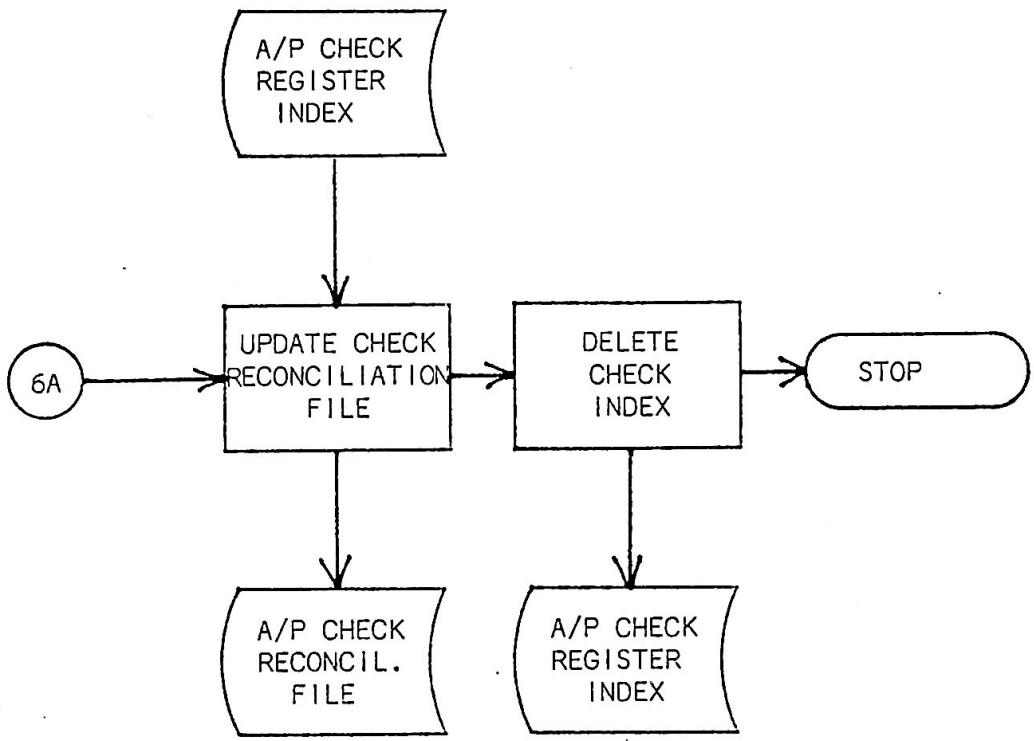
**Check Writing and Posting (APCKAL)**






The posting is done to the discount fields and purchases fields in the Vendor file, Accounts Payable distribution to various accounts is updated, the Accounts Payable Open file is updated by showing which vouchers have been paid by computer and subtracting partial amounts from the invoice and discount balances.

See exhibits: FDAP2
FDAP3
FDAP7
FDAP13




The check reconciliation records are written for computer paid and all other checks.

The Check Register index is deleted. The program returns to the main Accounts Payable menu.

See exhibits: FDAP13

# System Logic Flow

D-Basic

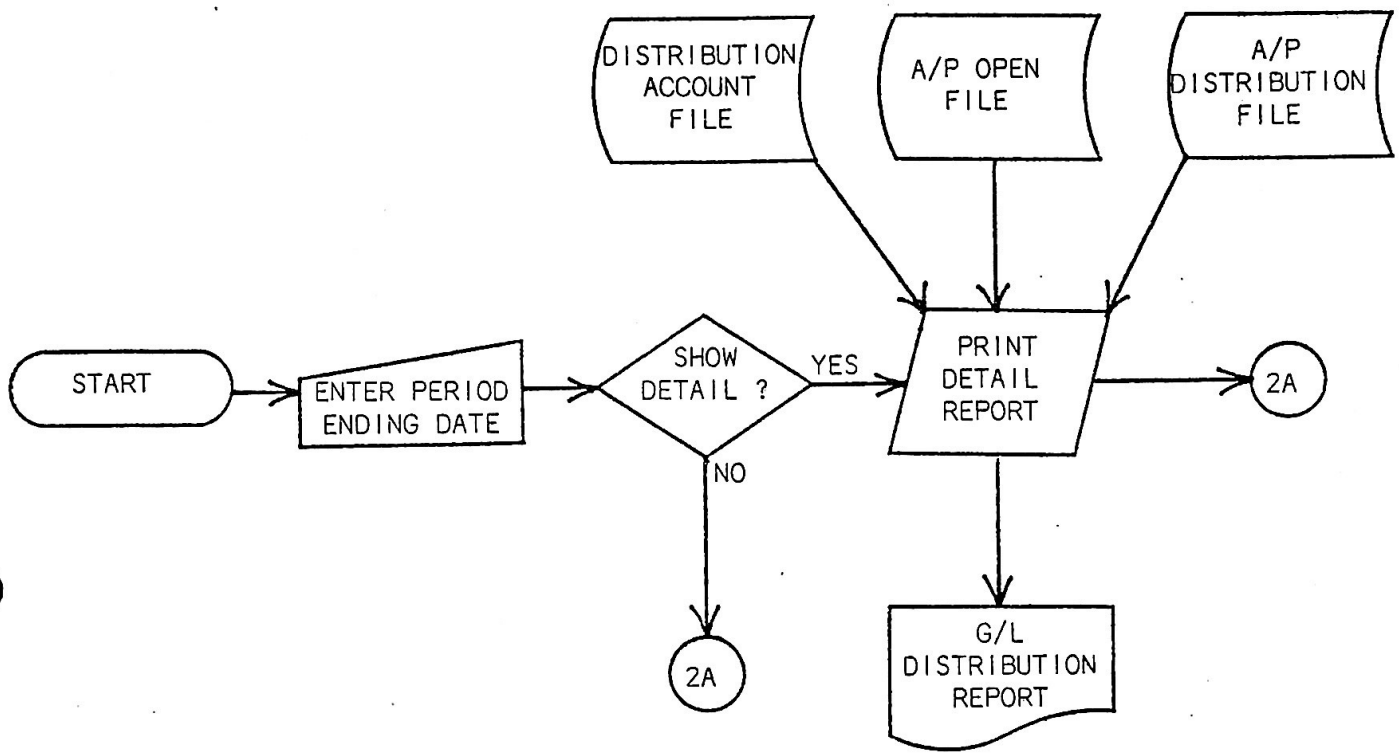
Release: 001

**A/P**

Date: **2/01/79**

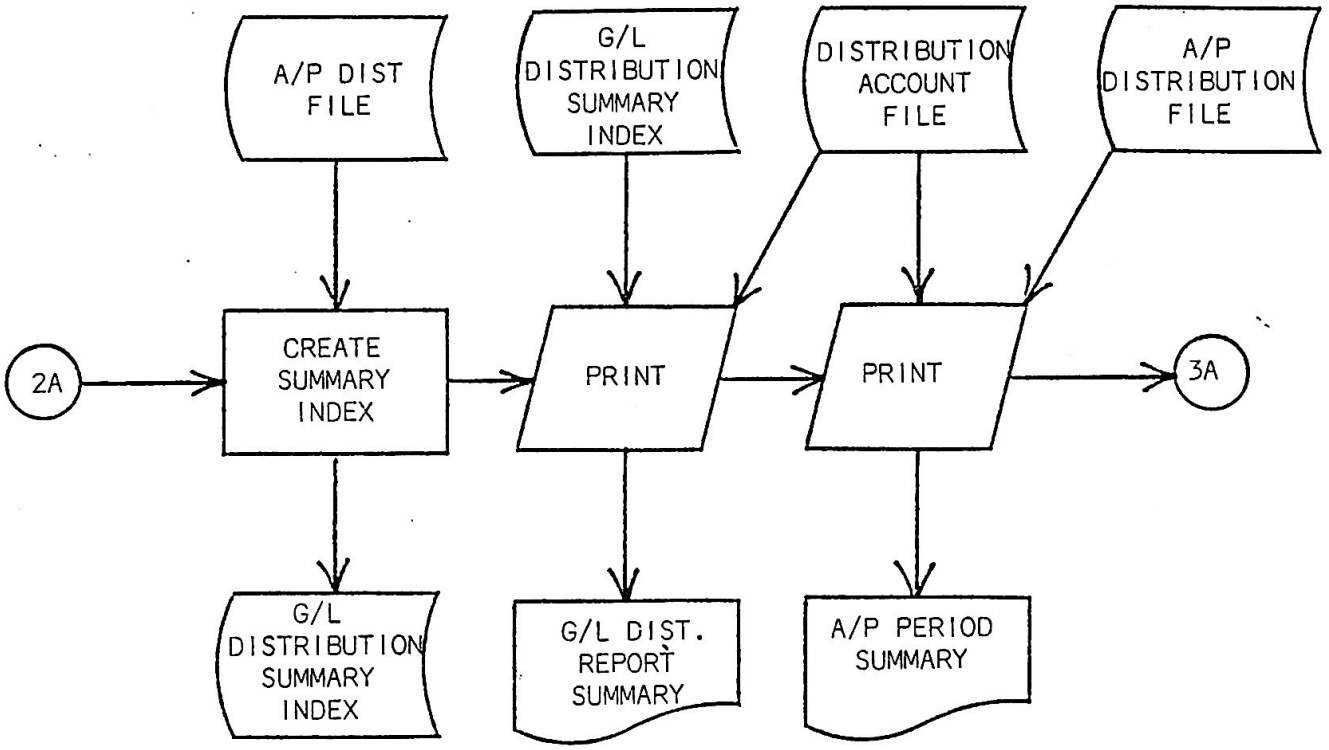
**General Ledger Distribution Reports (APGLDS)**



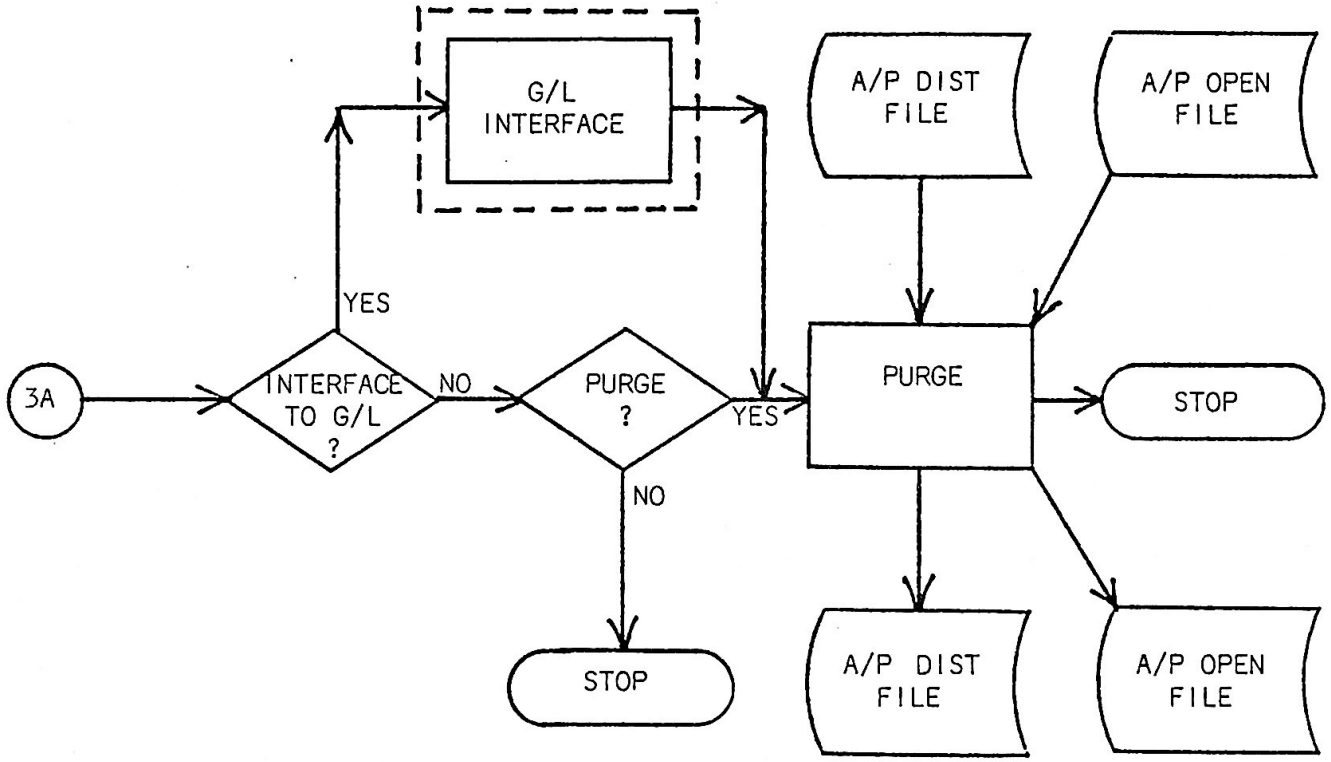



Enter period ending date and whether or not to show Detail Report (see VTAP14, page 1). If detail requested, print G/L Distribution Report per RPTAP12.

**General Ledger Distribution Reports (APGLDS)**




Create Summary Index file (FDAP15) and use it to create the General Ledger Distirbution Report Summary per RPTAP13. Print Accounts Payable Period Summary per RPTAP14.



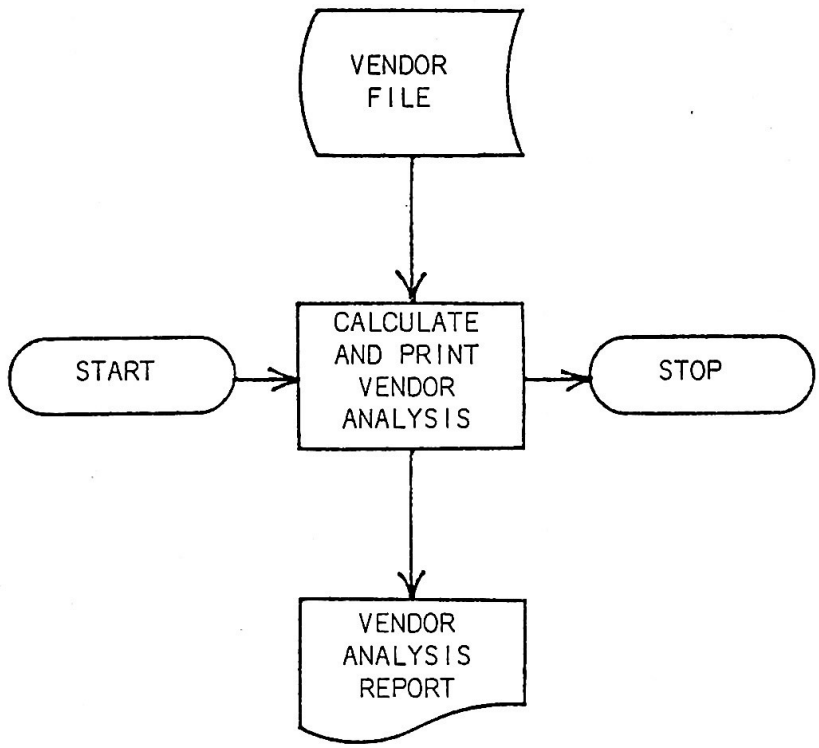

If system set-up to interface to G/L and interface is desired, do interface processing and purge Accounts Payable Distribution file (FDAP8) and Accounts Payable Open file (FDAP7). If not, interfacing to G/L, ask if you want to purge, per VTAP14. If so, do purge and terminate program.

# System Logic Flow

**A/P**

**Vendor Analysis (VENANL)**






The Vendor file (FDAP3) is used to calculate and print the Vendor Analysis Report (RPTAP15).

# System Logic Flow

D-Basic

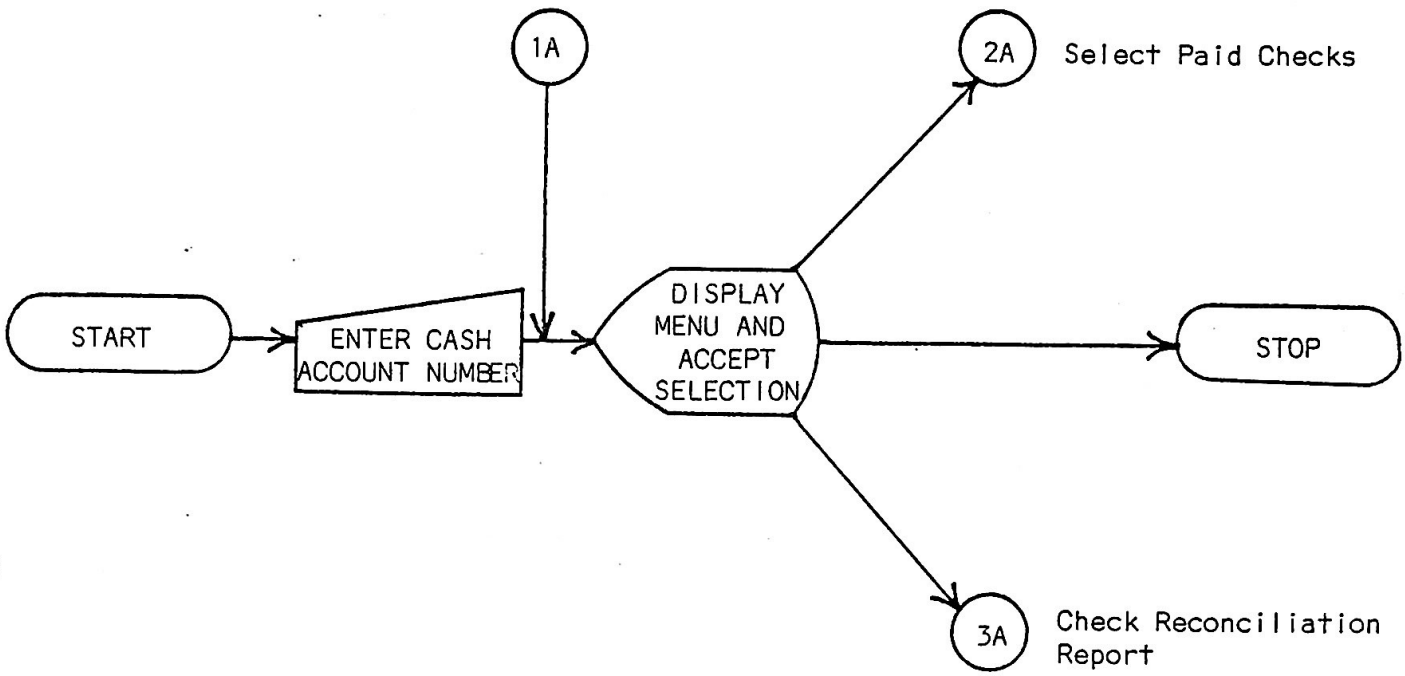
Release: 001

Date: 2/01/79

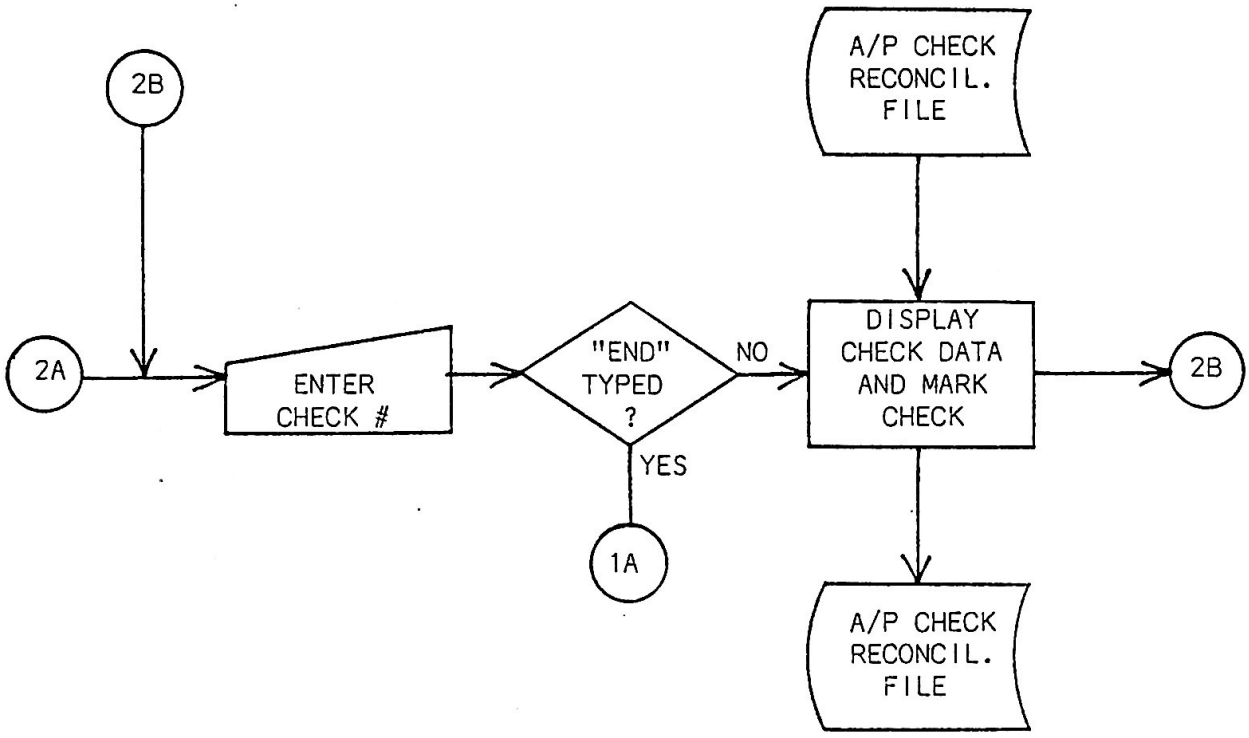
**A/P**

**Check Reconciliation (APCKRP)**

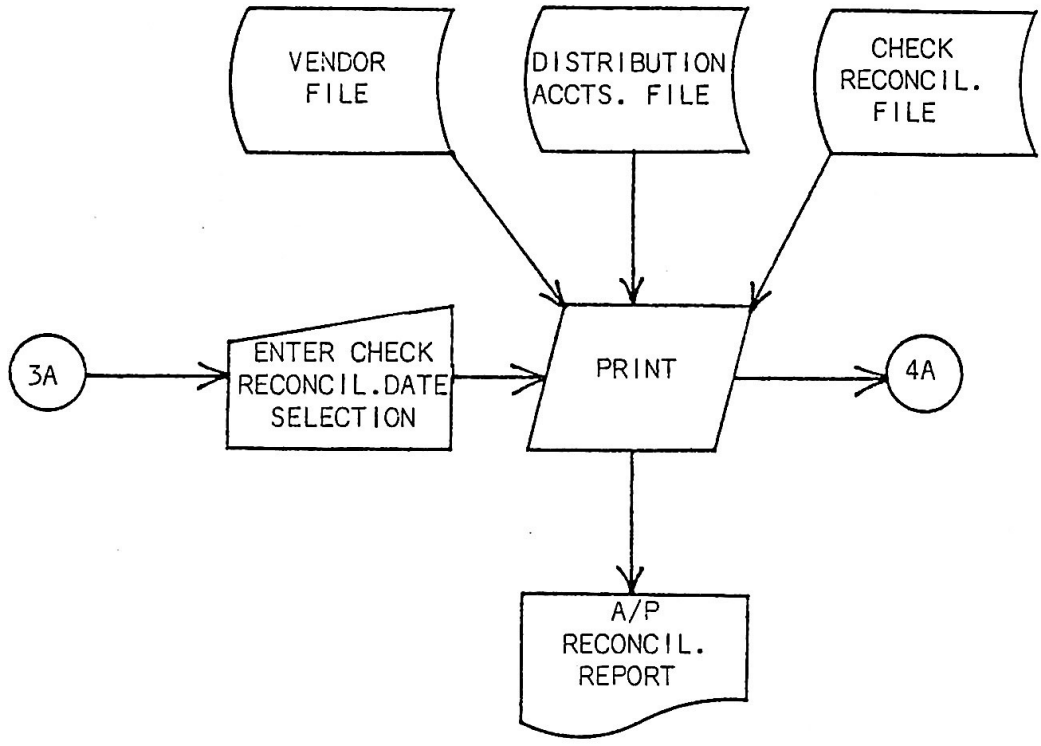





Enter cash account number, if more than one account used, per VTAP15, pg. 1. Display the menu (VTAP15, pg. 2) and allow selection.

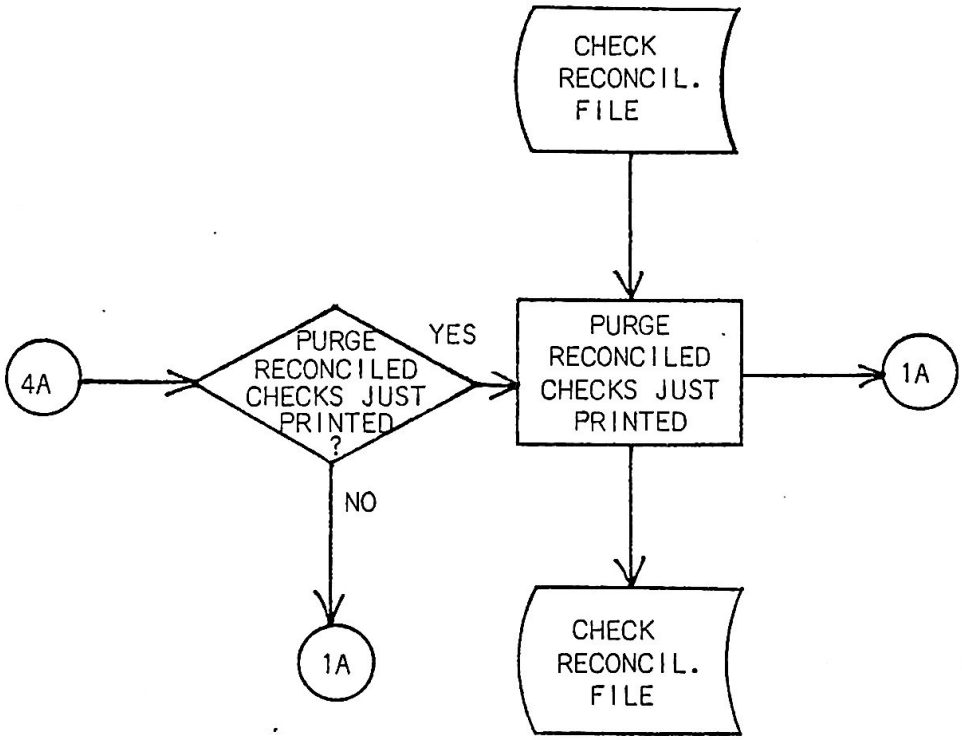



Enter check number or "END" to return to the menu. Display check data per VDTPR15, pg. 3. The check can be marked as paid or unpaid.




The check reconciliation date selection is entered (see VTAP15, p. 1).

The Accounts Payable Check Reconciliation Report (RPTAP16) is printed from the Check Reconciliation file (FDAP14), Distribution Accounts file (FDAP2), and the Vendor file (FDAP3).




If "YES" is answered to the question "PURGE RECONCILED CHECKS JUST PRINTED ?" (see VTAP15, p. 2), the reconciled checks just printed are deleted from the Check Reconciliation file (FDAP14).

**Job File Maintenance (JOBMNT.SV, JOBPRT)**

This is a Standard Master File Maintenance module. See separate System Logic Flow.

See exhibits: VTAP16
RPTAP17
FDAP16

# System Logic Flow

D-Basic

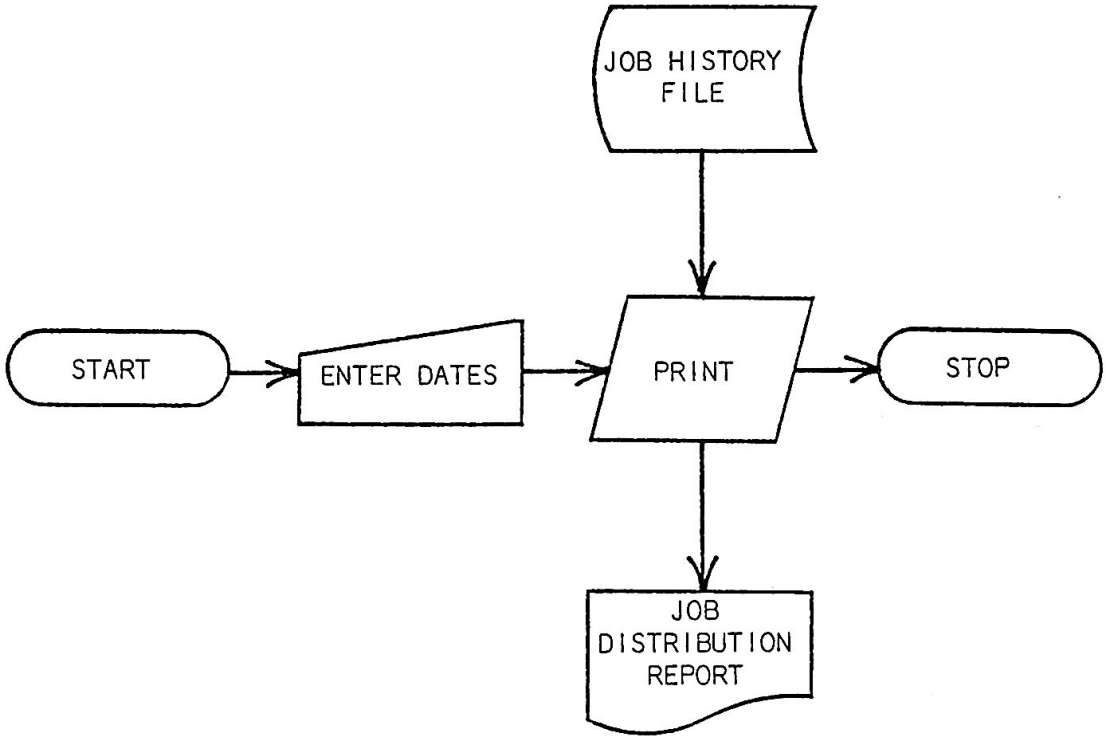
Release: 001

Date: 2/01/79

**A/P**

**Job Distribution Report (APJBDS.)**






Enter period starting and ending dates per VTAP17. Print Job Distribution Report per RPTAP18.

# System Logic Flow

D-Basic

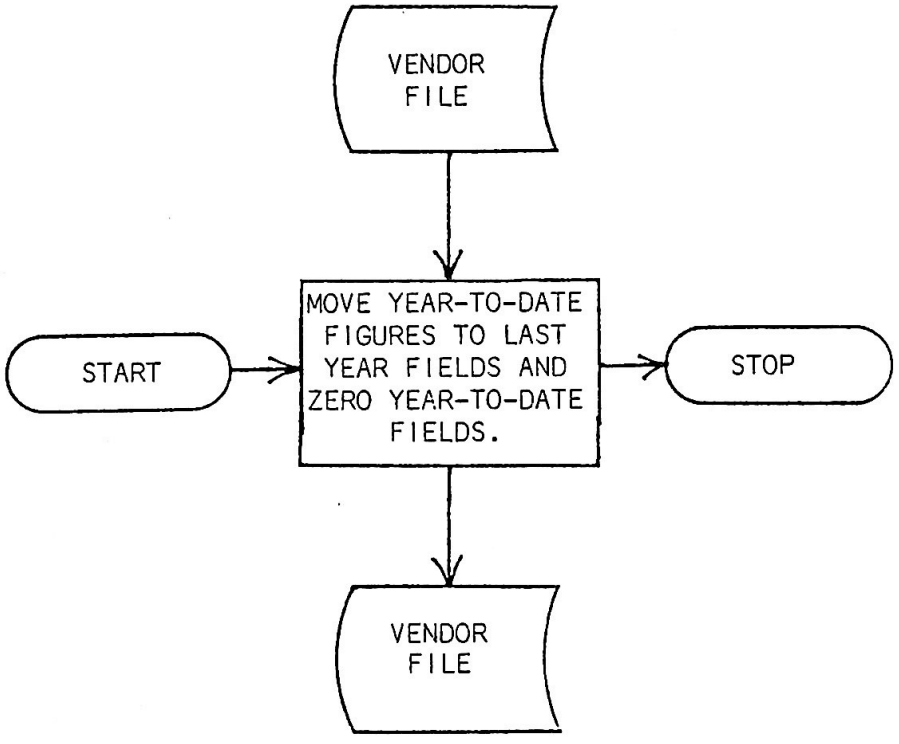
Release: 001

A/P

Date: 2/01/79



**Clear Vendor File Year-To-Date Fields (CLRVEN)**




The Vendor file (FDAP3) is read sequentially and all year-to-date figures are moved to Last Year fields and the Year-to-Date fields are zeroed.

# SECTION 5
# SYMBOL TABLES

# SECTION V

# SYMBOL TABLES

CONTENTS


APMENU . . . . . 1
DACMNT . . . . . 2
DACPRT . . . . . 4
APCMNT . . . . . 6
VENMNT . . . . . 8
VENPRT . . . . . 10
VENLST . . . . . 12
NAPENT . . . . . 14
NAPEN2 . . . . . 16
NAPEN3 . . . . . 19
NAPREG . . . . . 22
PSTNAP . . . . . 25
APORPT . . . . . 27
AGSRPT . . . . . 30
APOINQ . . . . . 33
APOADJ . . . . . 35
CRQSEL . . . . . 38
CSHREQ . . . . . 40
CRQSUM . . . . . 43
PAPREP . . . . . 46
PAPRE2 . . . . . 49
PAPRE3 . . . . . 51
PRECHK . . . . . 53
APCKAL . . . . . 56
SCRNCK . . . . . 59
APCHEK . . . . . 61
APCKRG. . . . . 64
APPST . . . . . 67
APGLDS . . . . . 69
APGLD2 . . . . . 71
APGLD3 . . . . . 74
APGLD4 . . . . . 77

PURGAP . . . . . 79
VENANL . . . . . 81
APCKRP . . . . . 83
JOBMNT . . . . . 86
JOBPRT . . . . . 88
APJBDS . . . . . 91
CLRVEN . . . . . 94
APARSL . . . . . 95
APCKRC . . . . . 97
BACKUP . . . . . 99
APINIT . . . . . 100
STENO . . . . . 102
POSIT . . . . . 103
WAIT . . . . . 104
MESAGE . . . . . 105
INPUT . . . . . 106
MMENU . . . . . 107
PRINT . . . . . 108
PDISP . . . . . 109
DISPLY . . . . . 110
ANYCHG . . . . . 111

# SYMBOL TABLE

D-BASIC
Release: 001
Date: 01/22/79

**A / P**

**APMENU**
Page 1 of 1

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | See "INPUT". |
| C$ | 36 | String containing control file data. |
| E2 | FP | End flag. |
| I | FP | Contains number of program entered. |
| I1 | FP | See "INPUT". |
| I2 | FP | See "INPUT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| L | FP | See "INPUT". |
| M | FP | See "INPUT". |
| M1$ | 40 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "INPUT". |
| N$ | 126 | String containing the program names. |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "DISPLY". |
| R9$ | 1 | See "INPUT". |
| U | FP | Unit number. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "WAIT". |
| W3$ | 10 | See "WAIT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number "DACFIL". |
| D6 | FP | Beginning byte position of field in record. |
| E1 | FP | See "MMENU". |
| E2 | FP9 | End flag. Says you've reached the end of an ISAM file. Or else means end off. |
| F1$ | 10 | File name "DACFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 10 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K | FP | Index in FOR next loop. |
| K$ | 7 | Key for "DACFIL". |
| K1$ | 7 | String to hold title. |
| L | FP | See "INPUT". Also used to hold the row position. |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | Index in FOR next loop. |
| M% | FP | See "ISAM". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M$ | 30 | "DACFIL" master record. |
| M1 | FP | See "MMENU". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M3$ | 25 | See "MMENU". |
| M4$ | 25 | See "MMENU". |
| M5$ | 50 | See "MMENU". |
| N | FP | Index in FOR next loop. Also used to hold the column position. |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| R9$ | 1 | See "INPUT". |
| S1 | FP | Starting number for screen input loop. |
| S2 | FP | Ending number for screen input loop. It means the number of things entered on this screen. |
| S2$ | 50 | See "MMENU". |
| S4 | FP | Error swtich if = 1 and he's in add mode it means he tried to put in something already on file. If in change mode and = 1 it means it isn't there. |
| T9$ | 26 | Screen tags holding field. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "WAIT". |
| W3$ | 10 | See "WAIT". |
| X | FP | Variable to temporarily hold the row position. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number "DACFIL". |
| D$ | 35 | See "PDISP". |
| D1 | FP | Work variable. |
| D6 | FP | See "PDISP". |
| E2 | FP | End flag. |
| F1$ | 6 | File name "DACFIL". |
| H1$ | 22 | See "PRINT". |
| H2$ | 1 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | See "INPUT". |
| I1 | FP | See "INPUT". |
| I2 | FP | See "INPUT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| J | FP | See "PDISP". |
| K$ | 37 | Key for "DACFIL". |
| K1$ | 7 | String containing "ACCOUNT". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L1$ | 1 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M$ | 30 | Master record for "DACFIL". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "INPUT". |
| O% | FP | See "ISAM". |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3 | FP | Variable to count number of accounts. |
| P3$ | 59 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PDISP". |
| P6 | FP | See "PDISP". |
| R9$ | 1 | See "INPUT". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "WAIT". |
| W3$ | 10 | See "WAIT". |
| Z1% | FP | See "PRINT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| D6 | FP | Beginning byte position of field in record. |
| E2 | FP | End flag. Says you've reached the end of an ISAM file, or else means end off. |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 10 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 36 | Temporary holding string. |
| K | FP | Index in FOR next loop. |
| M$ | 68 | Master Record "APCTL". |
| M1 | FP | See "MMENU". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M3$ | 34 | String holding one APCTL record at a time. |
| N | FP | Index in FOR next loop. Also used to hold the column position. |
| N1 | FP | Number of screen tags. |
| N1$ | 10 | Name of program to chain to. |
| O% | FP | See "ISAM". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| R9$ | 1 | See "INPUT". |
| S1 | FP | Starting number for screen input loop. |
| S2 | FP | Ending number for screen input loop. It means the number of things entered on this screen. |
| S3 | FP | Switch to indicate if =1 that submenu is now on bottom of screen. |
| S4 | FP | Error switch if = 1 indicates he hasn't entered correct letter so go back and request more input. |
| S6$ | 36 | Submenu holding string. |
| T9$ | 26 | Screen tags holding field. |
| V$ | 6 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "WAIT". |
| W3$ | 10 | See "WAIT". |
| X | FP | Variable to temporarily hold the row position. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "VENFIL". |
| D6 | FP | Beginning byte position of field in record. |
| E1 | FP | See "MMENU". |
| E2 | FP | End flag. Says you've reached the end of an ISAM file. Or else means end off. |
| F1$ | 6 | File name for VENFIL. |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | Temporary holding string. |
| K | FP | Index in FOR next loop. |
| K$ | 6 | Key for "VENFIL". |
| K1$ | 6 | String to hold title. |
| L | FP | See "INPUT". Also used to hold the row position. |
| M | FP | Index in FOR next loop. |
| M% | FP | See "ISAM". |
| M$ | 194 | Master record for VENFIL. |
| M1 | FP | See "MMENU". |
| M1$ | 30 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M2$ | 11 | See "MESAGE". |
| M3$ | 25 | See "MMENU". |
| M4$ | 25 | See "MMENU". |
| M5$ | 31 | Title at top of screen. |
| N | FP | Index in FOR next loop. Also used to hold the column position. |
| N1 | FP | Number of screen tags. |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| R9$ | 1 | See "INPUT". |
| S1 | FP | Beginning number for screen input loop. |
| S2 | FP | Ending number for screen input loop. It means the number of things entered on this screen. |
| S2$ | 50 | See "MMENU". |
| S4 | FP | Error switch if =1 and he's in add mode it means he tried to put in something already on file. If in change mode and =1 it means it isn't there. |
| S9 | FP | Flag which if =1 indicates that an error has been made in inputting the vendor status. Also indicates an error has been made in inputting discount or due days. |
| T9$ | 22 | Screen tags holding field. |
| V$ | 3 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "WAIT". |
| W3$ | 10 | See "WAIT". |
| Z7 | X | See "MESAGE". |
| Z8 | X | See "MESAGE". |
| Z9 | X | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | X | See "ANYCHG". |
| A2 | X | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "VENFIL". |
| D$ | 35 | See "PDISP. |
| D1 | FP | Number of things to print in first print line. |
| D2 | X | Number of things to print. |
| D6 | FP | See "PDISP". |
| E2 | FP | Flag indicating you've reached end of ISAM file. |
| F1$ | 10 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT".. |
| H2$ | 132 | See "PRINT". |
| H3$ | 91 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K$ | 30 | Key for VENFIL. |
| K1$ | 30 | String containing "ACCOUNT". |
| L1% | FP | See "ISAM". |
| L1$ | 109 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 194 | Master record for "VENFIL". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "INPUT". |
| O% | FP | See "ISAM". |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3 | FP | Count of vendors. |
| P3$ | 41 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PDISP". |
| P6 | FP | See "PDISP". |
| R | FP | Flag to indicate if equal to 1 that a record wasn't found in searching for the first selected range so when you get to the print subroutine top level (beginning at 1400) then read a record. |
| R9$ | 1 | See "INPUT". |
| S1 | FP | See "STENO". |
| S2$ | 6 | See "STENO". |
| S3$ | 6 | See "STENO". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "WAIT". |
| W3$ | 10 | See "WAIT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number "VENFIL". |
| C2% | FP | Logical file number "VENDIX". |
| C2$ | 4 | Master record for "VENIDX". |
| D$ | 35 | See "PDISP". |
| D1 | FP | Number of things to print in print line. |
| D2 | FP | Number of thing on first print line. |
| D6 | FP | See "PDISP". |
| E2 | FP | Flag indicating you've reached end of ISAM file. If =1, also indicates to end off. |
| F1$ | 6 | File name "VENFIL". |
| F2$ | 6 | File name for "VENIDX". |
| H1$ | 103 | See "PRINT". |
| H2$ | 105 | See "PRINT". |
| H3$ | 93 | See "PRINT". |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "PDISP". |
| I5 | FP | See "POSIT". |
| I6$ | 35 | See "PDISP". |
| I9$ | 30 | Work variable. |
| J | FP | See "PDISP". |
| K$ | 6 | Key for "VENFIL". |
| K2$ | 19 | Key for "VENIDX". |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 109 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 194 | Master record for "VENFIL". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 47 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PDISP". |
| P6 | FP | See "PDISP". |
| T$ | 1 | Work variable. |
| T1$ | 10 | Vendor count. |
| V$ | 6 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 9 | Master record for "NAPDIS". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number "NAPTRX". |
| C$ | 34 | Control file record. |
| C2% | FP | Logical file number for "NAPDIS". |
| C3% | FP | Logical file number for "VENFIL". |
| C4% | FP | Logical file number for "DACFIL". |
| D4$ | 30 | Master record for "DACFIL". |
| F1$ | 6 | File name "NAPTRX". |
| F2$ | 6 | File name "NAPDIS". |
| F3$ | 6 | File name "VENFIL". |
| F4$ | 6 | File name "DACFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K$ | 6 | Key for "NAPTRX". |
| K1$ | 11 | See "MMENU". |
| K2$ | 19 | Key for "NAPDIS". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 7 | Key for "DACFIL". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M$ | 113 | Master record "NAPTRX". |
| M1 | FP | See "MMENU". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M4$ | 25 | See "MMENU". |
| M5$ | 30 | See "MENU". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| R9$ | 1 | See "INPUT". |
| S | FP | Switch to skip opening files when returning to program. |
| S2$ | 50 | See "MMENU". |
| V$ | 194 | Vendor file record. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 9 | Master record for "NAPDIS". |
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | String variable containing blanks. |
| C1% | FP | Logical file number for "NAPTRX". |
| C$ | 34 | Control file record. |
| C2% | FP | Logical file number for "NAPDIS". |
| C3% | FP | Logical file number for "VENFIL". |
| C4% | FP | Logical file number for "DACFIL". |
| D | FP | Number of days. |
| D$ | 13 | See "DISPLY". |
| D1 | FP | Number of days in a date. |
| D4$ | 30 | Master record "DACFIL". |
| D6 | FP | Start of field in master record. |
| E2 | FP | End flag. |
| F1$ | 6 | File name "NAPTRX". |
| F2$ | 6 | File name "NAPDIS". |
| F3$ | 6 | File name "VENFIL". |
| F4$ | 6 | File name "DACFIL". |
| I | FP | Used as index in FOR loops. |
| I1 | FP | See "INPUT". |
| I2 | FP | See "INPUT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6 | FP | Voucher number. |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I8$ | 35 | See "INPUT". |
| I9$ | 34 | See "INPUT". |
| K | FP | Used as index in FOR loops. |
| K$ | 6 | Key for "NAPTRX". |
| K2$ | 19 | Key for "NAPDIS". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 7 | Key for "DACFIL". |
| K9$ | 19 | Temporarily holds New AP Distribution file key. |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | 12-element array holding number of days in months. |
| M% | FP | See "ISAM". |
| M$ | 113 | Master record for "NAPTRX". |
| M1$ | 50 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M3 | FP | Number of months in a date. |
| N | FP | See "PDISP". |
| N1 | FP | Number of fields on screen. |
| O% | FP | See "ISAM". |
| P | FP | Work variable. |
| R | FP | Work variable. |
| R1 | FP | Work variable. |
| R9$ | 1 | See "INPUT". |
| S$ | 120 | Holds lines for scrolling distributions. |
| S1$ | 79 | Transaction type submenu. |
| T$ | 10 | Total distribution. |
| T9$ | 25 | String variable to hold screen tags. |
| V$ | 194 | Master record for "VENFIL". |
| V1$ | 6 | Work variable |
| V2 | FP | Work variable. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| V2$ | 2 | Work variable. |
| V3 | FP | Work variable. |
| V3$ | 2 | Work variable. |
| V4 | FP | Work variable. |
| V4$ | 2 | Work variable. |
| V5 | FP | Work variable. |
| V5$ | 3 | Work variable. |
| V6 | FP | Work variable. |
| V6$ | 10 | Work variable. |
| V7 | FP | Work variable. |
| V7$ | 5 | Work variable. |
| V8$ | 2 | Work variable. |
| V9$ | 1 | Work variable. |
| W | FP | Number of warning days. |
| W2 | FP | Number of days of current date. |
| W3 | FP | Number of days in date being tested. |
| X$ | 10 | Work variable. |
| X1$ | 10 | Work variable. |
| Z$ | 5 | Holds zeroes. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 9 | Master record for "NAPDIS". |
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | String variable containing blanks. |
| C1% | FP | Logical file number for "NAPTRX". |
| C$ | 34 | Control file record. |
| C2% | FP | Logical file number for "NAPDIS". |
| C3% | FP | Logical file number for "VENFIL". |
| C4% | FP | Logical file number for "DACFIL". |
| D | FP | Number of days. |
| D$ | 14 | See "DISPLY". |
| D1 | FP | Number of days in a date. |
| D4$ | 30 | Master record for "DACFIL". |
| D6 | FP | Start of field in master record. |
| E2 | FP | End Flag. |
| F1$ | 6 | File name "NAPTRX". |
| F2$ | 6 | File name "NAPDIS". |
| F3$ | 6 | File name "VENFIL". |
| F4$ | 6 | File name "DACFIL". |
| I | FP | Used as index in FOR loops. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6 | FP | Voucher number. |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| J | FP | See "PDISP". |
| K | FP | Used as index in FOR loops. |
| K$ | 6 | Key for "NAPTRX". |
| K2$ | 19 | Key for "NAPDIS". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 7 | Key for "DACFIL". |
| K9$ | 19 | Temporarily holds "NAPDIS" key. |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | 12-element array holding number of days in months. |
| M% | FP | See "ISAM". |
| M$ | 113 | Master record for "NAPTRX". |
| M1 | FP | See "MMENU". |
| M1$ | 50 | See "MESAGE". |
| M2 | FP | 12-element array holding number of days up to a particular month in the array. |
| M2$ | 11 | See "MESAGE". |
| M3 | FP | Number of months in a date. |
| N | FP | See "PDISP". |
| N1 | FP | Number of fields on screen. |
| O% | FP | See "ISAM". |
| R | FP | Work variable. |
| R9$ | 1 | See "INPUT". |
| S$ | 120 | Holds lines for scrolling distributions. |
| S1$ | 79 | Transaction type submenu. |
| T$ | 10 | Total distribution. |
| T1$ | 10 | Work variable. |
| T9$ | 25 | String variable to hold screen tags. |
| V$ | 194 | Master record for "VENFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| V1$ | 10 | Work variable. |
| V2 | FP | Work variable. |
| V2$ | 2 | Work variable. |
| V3 | FP | Work variable. |
| V3$ | 2 | Work variable. |
| V4 | FP | Work variable. |
| V4$ | 2 | Work variable. |
| V5 | FP | Work variable. |
| V6 | FP | Work variable. |
| V7 | FP | Work variable. |
| W | FP | Number of warning days. |
| W2 | FP | Number of days of current date. |
| W3 | FP | Number of days in date being tested. |
| Z$ | 5 | Holds zeroes. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A | FP | Number of adjustments |
| A$ | 9 | Master record "NAPDIS". |
| B$ | 40 | String variable containing blanks. |
| C1% | FP | Logical file number for "NAPTRX". |
| C$ | 34 | Control file record. |
| C2% | FP | Logical file number for "NAPDIS". |
| C3% | FP | Logical file number for "VENFIL". |
| C4% | FP | Logical file number for "DACFIL". |
| C5% | FP | Logical file number for "JOBFIL". |
| C9 | FP | Number of credit vouchers. |
| D$ | 35 | See "PDISP". |
| D4$ | 30 | Master record for "DACFIL". |
| D6 | FP | Start of field in master record. |
| E2 | FP | End flag. |
| F1$ | 6 | File name "NAPTRX". |
| F2$ | 6 | File name "NAPDIS". |
| F3$ | 6 | File name "VENFIL". |
| F4$ | 6 | File name "DACFIL". |
| F5$ | 6 | File name "JOBFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "PDISP". |
| I5 | FP | See "POSIT". |
| I6$ | 36 | See "PDISP". |
| I7$ | 1 | See "PRINT". |
| I9$ | 25 | See "PDISP". |
| J | FP | See "PDISP". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| J$ | 30 | Master record for "JOBFIL". |
| K | FP | Used as index in FOR loops. |
| K$ | 6 | Key for "NAPTRX". |
| K2$ | 19 | Key for "NAPDIS". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 7 | Key for "DACFIL". |
| K5$ | 6 | Key for "JOBFIL". |
| L | FP | See "PDISP". |
| L1% | FP | See "PRINT". |
| L1$ | 124 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 113 | Master record for "NAPTRX". |
| M1$ | 50 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M9$ | 1 | Flag to tell if printing Register or Edit List. |
| N | FP | See "PDISP". |
| N1$ | 6 | Program to chain to. |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P1 | FP | Starting column of report title. |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| P2$ | 132 | See "PRINT". |
| P3 | FP | Transaction count. |
| P3$ | 57 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PDISP". |
| P6 | FP | See "PDISP". |
| P9 | FP | Number of prepaids. |
| R | FP | Number of regular vouchers. |
| S4 | FP | Error flag. |
| T$ | 11 | Grand total. |
| V | FP | Number of voids. |
| V$ | 194 | Master record for "VENFIL". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z | FP | Error flag. (= 1, Account not on file) |
| Z1 | FP | Error flag. (= 1, Job not on file) |
| Z1% | FP | See "PRINT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 116 | Master record for "NAPDIS" & "APOFIL". |
| B$ | 20 | String variable containing blanks. |
| C$ | 34 | Control file reocrd. |
| C1% | FP | Logical file number for "NAPTRX". |
| C2% | FP | Logical file number for "NAPDIS". |
| C3% | FP | Logical file number for "APOFIL". |
| C4% | FP | Logical file number for "APDIST". |
| C5% | FP | Logical file number for "APJHFL". |
| D$ | 23 | Master record for "APDIST". |
| D9$ | 23 | Temporarily holds A/P Distribution file record. |
| E2 | FP | End flag. |
| F1$ | 6 | File name "NAPTRX". |
| F2$ | 6 | File name "NAPDIS". |
| F3$ | 6 | File name "APOFIL". |
| F4$ | 6 | File name "APDIST". |
| F5$ | 6 | File name "APJHFL". |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I5 | FP | See "POSIT". |
| I7 | FP | Flag indicating rejection of record. |
| I9$ | 11 | Work variable. |
| J$ | 39 | Master record for "JOBFIL". |
| K1$ | 6 | Key for "NAPTRX". |
| K2$ | 19 | Key for "NAPDIS". |
| K3$ | 12 | Key for "APOFIL". |
| K4$ | 14 | Key for "APDIST". |
| K5$ | 19 | Key for "JOBFIL". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M% | FP | See "ISAM". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arithmetic field. |
| P1 | FP | Flag to indicate if error print heading was printed. |
| T$ | 113 | Master record for "NAPTRX". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| B1$ | 132 | Holding field for detail heading. |
| C1$ | 116 | Master record for "APOFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C3$ | 194 | Master record for "VENFIL". |
| C3% | FP | Logical file number for "VENFIL". |
| C4% | FP | Logical file number for "APOFIL". |
| D | FP | Number of days voucher is aged. |
| D$ | 10 | See "PDISP". |
| D1$ | 10 | Holding field for discount date for comparison purposes. |
| D2$ | 6 | Holding fields for invoice date to be used in finding how old in days a voucher is. |
| D6 | FP | See "PDISP". |
| E2 | FP | End flag to indicate you've reached end of file. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "DACFIL". |
| F3$ | 6 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "PDISP". |
| I5 | FP | See "POSIT". |
| I6$ | 35 | Temporary holding string to reverse dates. |
| I9$ | 35 | Temporary holding field and for intermediate calculations. |
| J | FP | See "PDISP". |
| K1$ | 12 | Key for "APOFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K2$ | 7 | Key for "DACFIL". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 6 | Temporary holidng field for vendor number which is used for control break purposes. |
| L | FP | See "PDISP". |
| L1$ | 58 | See "PRINT". |
| L1% | FP | See "ISAM". |
| L2$ | 72 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L3$ | 72 | See "PRINT". |
| L4$ | 61 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M | FP | Variable to hold number of days in each of 12 months. Also used to compute the bucket that something should be aged in (current, 31-60, 61-90, 90+ days old). |
| M% | FP | See "ISAM". |
| N | FP | See "PDISP". |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holder. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 71 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P4$ | 132 | Holding string for detail line while a heading is being printed. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| R | FP | Flag to indicate that the first selected range wasn't found so when you get to top level for print routine at 1400 then read a record. |
| S3 | FP | Flag which if =1 indicates a vendor has been read for its name so don't read it again for this vendor. Also used as flag which if =1 indicates a detail line has been printed so don't print detail header. |
| S7 | FP | Switch controller line feeds. |
| T$ | 156 | String to hold various aging totals and grand totals. |
| V$ | 10 | Work variable. |
| V1$ | 2 | Work variable. |
| V2$ | 2 | Work variable. |
| V3$ | 2 | Work variable. |
| V4$ | 2 | Work variable. |
| V5$ | 2 | Work variable. |
| V6$ | 2 | Work variable. |
| W1 | FP | See "WAIT. |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "VENFIL". |
| C1$ | 65 | Master record for "AGSFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C2$ | 116 | "APOFIL" master record. |
| C3% | FP | Logical file number for "AGSFIL". |
| C3$ | 30 | Master record for "DACFIL". |
| C4% | FP | Logical file number for "APOFIL". |
| C4$ | 194 | Master record for "VENFIL". |
| D | FP | Number of days a voucher is aged. |
| D$ | 35 | See "PDISP". |
| D1$ | 10 | Holding field for discount date for comparison purposes. |
| D2$ | 10 | Holding field for invoice date to be used in finding how old in days a voucher is. |
| D6 | FP | Beginning byte position in master record. |
| E2 | FP | End flag to indicate you've reached end of file. |
| F1$ | 6 | File name for "AGSFIL". |
| F2$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "DACFIL". |
| F4$ | 6 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "PDISP". |
| I5 | FP | See "POSIT". |
| I6$ | 35 | Temporary holding string to reverse dates. |
| I9$ | 35 | Temporary holding field and for intermediate calculations. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| J | FP | See "PDISP". |
| K1$ | 7 | Key for "AGSFIL". |
| K2$ | 12 | Key for "APOFIL". |
| K3$ | 7 | Key for "DACFIL". |
| K4$ | 6 | Key for "VENFIL". |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 53 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 37 | Passing file data holder. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 55 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| S | FP | Error flag. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| S9 | FP | Error flag which if =1 indicated vendor is not on file. |
| T$ | 78 | String to hold various aging totals and grand totals. |
| T1$ | 13 | String to hold voucher net. |
| T2$ | 13 | String to hold account net grand total. |
| V$ | 10 | Work variable. |
| V1$ | 2 | Work variable. |
| V2$ | 2 | Work variable. |
| V3$ | 2 | Work variable. |
| V4$ | 2 | Work variable. |
| V5$ | 2 | Work variable. |
| V6$ | 2 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 116 | "APOFIL" master record. |
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C% | FP | Logical file number for "APOFIL". |
| C2% | FP | Logical file number for "VENFIL". |
| D$ | 13 | See "DISPLY". |
| E1 | FP | End flag. |
| E2 | FP | End flag. Is often used to indicate you have reached end of file. |
| F$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "VENFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "INPUT". |
| I2 | FP | See "POSIT". |
| I3 | FP | Maximum length of field. |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | Holding string used for intermediate calculations. |
| J | FP | See "PDISP". |
| K$ | 12 | Key for "APOFIL". |
| K2$ | 6 | Key for "VENFIL". |
| L | FP | See "PDISP". |
| L1 | FP | Counter to hold number of lines that have been printed so that you scroll when 21 lines have been printed. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P6 | FP | Length that a field will occupy in the display field. |
| S$ | 80 | Variable to hold screen data from the APOFIL like voucher and invoice balance, discount balance. |
| S1$ | 80 | Variable to hold vendor name and terms. Also holds the screen title and vendor title. |
| S2$ | 79 | Heading for screen display. |
| T1$ | 11 | Total invoice balance. |
| T2$ | 11 | Total discount balance. |
| T3$ | 11 | Total net. |
| V$ | 194 | Master record for "VENFIL". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 116 | "APOFIL" master record. |
| A1 | FP | See "ANYCHG". |
| A1$ | 36 | Amount paid. |
| A2 | FP | See "ANYCHG". |
| A2$ | 8 | Work variable. |
| A3$ | 23 | Master record for "APDIST". |
| B$ | 35 | Variable containing blanks. |
| C$ | 34 | Variable containing the Control file information. |
| C1% | FP | Logical file name for "APOFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C3% | FP | Logical file number for "APDIST". |
| D$ | 13 | See "DISPLY". |
| D1$ | 8 | Discount taken. |
| D2$ | 30 | Master record for "DACFIL". |
| D3$ | 7 | Discount account number whether entered or default. |
| D9$ | 23 | Temporary holding string to contain the amount or the whole master record for APDIST file depending on whether it's a new record or is an update of an existing record. |
| E1 | FP | End flag. |
| E2 | FP | End flag usually indicates end of file when =2. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | "DACFIL" file name. |
| F3$ | 6 | File name for "APDIST". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "INPUT". |
| I2 | FP | See "INPUT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "INPUT". |
| I5$ | 5 | See "INPUT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". Also used as a temporary holding field and for temporary calculations. |
| K | FP | Index in FOR next loop. |
| K1$ | 12 | Key for "APOFIL". |
| K2$ | 7 | Key for "DACFIL". |
| K3$ | 14 | Key for "APDIST". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M1 | FP | See "MMENU". |
| M1$ | 40 | See "MESAGE" symbol table. |
| M2$ | 11 | See "MESAGE". |
| M4$ | 23 | See "MMENU". |
| M5$ | 30 | Title at top of screen. |
| N | FP | See "PDISP". |
| N1 | FP | Number of screen tags. |
| O% | FP | See "ISAM". |
| R9$ | 1 | See "INPUT". |
| S2$ | 35 | See "MMENU". |
| T9$ | 16 | Variable to hold screen tags. |
| V2 | FP | Work variable. |
| V2$ | 2 | Work variable. |
| V3 | FP | Work variable. |
| V3$ | 2 | Work variable. |
| V4 | FP | Work variable. |
| V4$ | 2 | Work variable. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| V5$ | 3 | Work variable. |
| W | FP | Warning days control. |
| W1 | FP | See "WAIT". |
| W2 | FP | Number of days since 1900 till today's date. |
| W2$ | 36 | See "MESAGE". |
| W3 | FP | Number of days since 1900 of the entered date. |
| W3$ | 10 | See "MESAGE". |
| Z | FP | Error flag if =1 indicates that discount date is greater than due date. |
| Z$ | 10 | Work variable. |
| Z1$ | 9 | Temporary holding field for invoice balance. |
| Z2$ | 9 | Temporary holding field for discount balance. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "DACFIL". |
| C1$ | 30 | Master record for "DACFIL". |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "DACFIL". |
| I | FP | Variable to hold substring assignment. |
| I1 | FP | Row number. |
| I2 | FP | Column position. |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K1$ | 7 | Key for "DACFIL". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| N1$ | 10 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| P$ | 36 | String to hold passing file data first record. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| P1$ | 36 | String to hold second record in passing file. |
| S9 | FP | Error flag indicating that invalid input has been made or that a vendor is not on file. Also used to show account not on file. |
| T$ | 34 | String to hold A/P Control file data. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| X | FP | Temporary holding variable for column position. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| B1$ | 132 | Holding field for detail heading. |
| C1% | FP | Logical file number for "DACFIL". |
| C1$ | 116 | Master record for "APOFIL". |
| C2% | FP | Logical file number for "VENFIL". |
| C2$ | 30 | Master record for "DACFIL". |
| C3$ | 194 | Master record for "VENFIL". |
| C4% | FP | Logical file number for "APOFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 10 | Holding field for discount date for comparison purposes. |
| D2$ | 10 | Holding fields for invoice date to be used in finding how old in days a voucher is. |
| D6 | FP | Beginning byte position in master record. |
| E2 | FP | End flag to indicate you've reached end of file. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "DACFIL". |
| F3$ | 6 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I6$ | 365 | Temporary holding string to reverse dates. |
| I8$ | 6 | Holds payment date. |
| I9$ | 35 | Temporary holding field and for intermediate calculations. Also holds cut-off date. |
| J | FP | See "PDISP". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K1$ | 12 | Key for "APOFIL". |
| K2$ | 7 | Key for "DACFIL". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 6 | Temporary holding field for vendor number which is used for control break purposes. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 59 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 52 | See "PRINT". |
| L3$ | 52 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 35 | See "PDISP". |
| N | FP | See "PDISP". |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holder for second passing file record. |
| P0$ | 36 | Passing file data holding string for 1st passing file record. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 67 | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| P4 | FP | See "PRINT". |
| P4$ | 132 | Holding string for detail line while a heading is being printed. |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| S3 | FP | Flag which if = 1 indicates a vendor has been read for its name so don't read it again for this vendor. Also used as flag which if =1 indicates a detail line has been printed so don't print detail header. |
| S5 | FP | Switch which if =1 indicates that a vendor total line has been printed so you can skip one line. |
| T$ | 312 | String to hold vendor totals and grand totals for cash requirements for past, current and optional vouches. |
| T1$ | 55 | String to hold totals for a given voucher. |
| V$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "DACFIL". |
| C1$ | 83 | Master record for "CRSFIL". |
| C2% | FP | Logical file number for "VENFIL". |
| C2$ | 141 | "APOFIL" master record. |
| C3% | FP | Logical file number for "CRSFIL". |
| C3$ | 30 | Master record for "DACFIL". |
| C4% | FP | Logical file number for "APOFIL". |
| C4$ | 194 | Master record for "VENFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 10 | Holding field for due date for comparison purposes. |
| D2$ | 10 | Holding field for discount days. |
| D6 | FP | Beginning byte position in master record. |
| E2 | FP | End flag to indicate you've reached end of file. |
| F1$ | 6 | File name for "CRSFIL". |
| F2$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "DACFIL". |
| F4$ | 6 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I6$ | 36 | Temporary holding string to reverse dates. |
| 18$ | 6 | String to hold payment date. |
| I9$ | 35 | Temporary holding field and for intermediate calculations. Also used to hold cut-off date. |
| J | FP | See "PDISP". |
| K1$ | 7 | Key for "CRSFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K2$ | 12 | Key for "APOFIL". |
| K3$ | 7 | Key for "DACFIL". |
| K4$ | 6 | Key for "VENFIL". |
| K5$ | 6 | Work variable. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 53 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holder; first record. |
| P0$ | 36 | Passing file data holder; second record. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 79 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| S3 | FP | Flag which if = 1 indicates a vendor has been read for its name so don't read it again for this vendor. Also used as flag which if = 1 indicates a detail line has been printed so don't print detail header. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| T$ | 312 | String to hold various vendor totals and grand totals for each requirements on past, current and optional vouchers. |
| V$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APOFIL". |
| C1$ | 116 | "APOFIL" master record. |
| C2% | FP | Logical file number for "DACFIL". |
| C2$ | 30 | "DACFIL" master record. |
| C3% | FP | Logical file number for "VENFIL". |
| C3$ | 194 | "VENFIL" master record. |
| C4% | FP | Logical file number for "APCRIX". |
| D1$ | 6 | Holds due date. |
| D2$ | 6 | Holds discount date. |
| D6 | FP | First byte position in master record. |
| E2 | FP | End flag indicates that you are at end of file. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "DACFIL". |
| F3$ | 6 | File name for "VENFIL". |
| F4$ | 6 | File name for "APCRIX". |
| I | FP | Index in FOR next loop. Also used to indicate which program has been selected. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". Used also to hold cut-off date. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K | FP | Index in FOR next loop. |
| K1$ | 12 | "APOFIL" key. |
| K2$ | 7 | "DACFIL" key. |
| K3$ | 6 | "VENFIL" key. |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| P$ | 36 | Passing file data holder for first passing file record. |
| P1$ | 36 | Passing file data holder for second record in passing file. |
| P2$ | 36 | See "PRINT". |
| R9$ | 1 | See "INPUT". |
| S3 | FP | Switch which if = 1 indicates that a vendor has already been read. |
| S6 | FP | Switch which if = 1 indicates that program has gone to other programs in this set of programs so don't re-open certain of the files. |
| S9 | FP | Error switch indicating some data input has been done incorrectly or that an account was not on file if S9 = 1. |
| T$ | 36 | Control file data holder. |
| T1 | FP | Switch which if = 1 indicates that the Print Register and Post Only option has been selected. |
| T9$ | 35 | Screen tags holder for displaying screen data. |
| V$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| X | FP | Holds column position temporarily. |
| Z$ | 36 | Work variable. |
| Z2 | FP | Switch indicating if = 1 that you've printed the account number and description and asked for any change so don't print it again except at top of screen. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APOFIL". |
| C1$ | 194 | "VENFIL" master record. |
| C3% | FP | Logical file number for "VENFIL". |
| D1$ | 13 | String to hold discount days. |
| D6 | FP | Beginning byte position of field in record. |
| E2 | FP | End flag means you've reached the end of file. |
| F1$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "VENFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I5$ | 5 | See "POSIT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K | FP | Index in FOR next loop. |
| K$ | 12 | Key for "APOFIL". |
| K1$ | 6 | Key for "VENFIL". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 116 | Master record for "APOFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| N1 | FP | Number of things to input to get display of voucher. |
| N2 | FP | Number of things to input if you desire partial payment. |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holder for first record. |
| P0$ | 36 | Passing file data holder for second record. |
| R9$ | 1 | See "INPUT". |
| S1 | FP | Starting point for screen input. |
| S2 | FP | Ending point for screen input. |
| S4 | FP | Switch which if = 1 indicates that an error has been made in trying to select voucher for payment. |
| S9 | FP | Index used in computed GOTO. |
| T9$ | 16 | Variable to hold screen tags. |
| V$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z$ | 10 | Work variable. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APOFIL". |
| C1$ | 194 | "VENFIL" master record. |
| C3% | FP | Logical file number for "VENFIL". |
| D1$ | 6 | String to hold discount days. |
| D6 | FP | First byte position in master record. |
| E2 | FP | End flag means you've reached the end of file. |
| F1$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "VENFIL". |
| I | FP | Index in FOR next loops. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K | FP | Index in FOR next loop. |
| K$ | 12 | Key in "APOFIL". |
| K1$ | 6 | Key for "VENFIL". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 116 | Master record for "APOFIL". |
| M1 | FP | Return flag. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| N1 | FP | Number of things to input to get display of voucher. |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holder for first record. |
| P0$ | 36 | Passing file data holder for second record. |
| R9$ | 1 | See "INPUT". |
| S1 | FP | Starting point for screen input. |
| S2 | FP | Ending point for screen input. |
| S4 | FP | Switch which if = 1 indicates that an error has been made in trying to select voucher for payment. |
| S9 | FP | Index used in computed GOTO. |
| T9$ | 16 | Variable to hold screen tags. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z$ | 10 | Work variable. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file for "APOFIL". |
| C1$ | 116 | Master record for "APOFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C2$ | 30 | Master record for "DACFIL". |
| C3% | FP | Logical file number for "VENFIL". |
| C3$ | 194 | Master record for "VENFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 6 | Holds discount date. |
| D6 | FP | First byte position in master record. |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "DACFIL". |
| F3$ | 6 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I$ | 10 | String to hold YES/NO answer to whether he wants deferred items to print. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I7$ | 1 | See "MESAGE" |
| I8$ | 35 | Holds payment date. |
| I9$ | 35 | See "INPUT". |
| J | FP | See "PDISP". |
| K1$ | 12 | Key for "APOFIL". |
| K2$ | 7 | Key for "DACFIL". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 6 | String to temporarily hold vendor number for control break purposes. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 107 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 107 | See "PRINT". |
| L3$ | 107 | See "PRINT". |
| L4$ | 107 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | String to hold passing file data. |
| P0$ | 36 | String holding second record of passing file. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| P2$ | 132 | See "PRINT". |
| P3$ | 48 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| R9$ | 1 | See "INPUT". |
| S9 | FP | Switch which if set = 1 indicates that a line of data has been printed for this vendor. |
| T$ | 78 | String to hold various subtotals and grand totals. |
| T1$ | 10 | Count of number of vendors to be paid. |
| V$ | 13 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1$ | 194 | Master record for "VENFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C2$ | 30 | Master record for "DACFIL". |
| C3% | FP | Logical file for "VENFIL". |
| C3$ | 21 | Master record for "APCRIX". |
| C4% | FP | Logical file number for "APCRIX". |
| D$ | 35 | See "PDISP". |
| D6 | FP | 1st byte position in master record. |
| E2 | FP | End flag. |
| F2$ | 6 | File name for "DACFIL". |
| F3$ | 6 | File name for "VENFIL". |
| F4$ | 6 | File name for "APCRIX". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| J | FP | See "PDISP". |
| K | FP | Index in FOR next loops. |
| K1$ | 6 | Key for "VENFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K2$ | 7 | Key for "DACFIL". |
| K3$ | 21 | Key for "APCRIX". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 35 | See "PDISP". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| N5 | FP | Number of times to line feed. |
| O% | FP | See "ISAM". |
| P$ | 36 | First record in passing file data holding string. |
| P0$ | 36 | Second record in passing file data holding string. |
| P2 | FP | See "PRINT". |
| P2$ | 85 | See "PRINT". |
| P5 | FP | Work variable. |
| P6 | FP | Work variable. |
| R9$ | 1 | See "INPUT". |
| S4 | FP | Work variable. |
| S8 | FP | Switch which = 1 means go back to PAPREP selection screen because he wants out of check printing. |
| S9 | FP | Switch which indicates if = 1 that errors have been made in inputing data or that vendor wasn't on file. |
| T$ | 36 | Control file data holding string. |
| T9$ | 21 | Holds screen tags. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| X | FP | Limiting value of FOR next loop. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| X$ | 31 | Variable containing X's and a minus. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APOFIL". |
| C2$ | 194 | Master record for "VENFIL". |
| C3% | FP | Logical file nfor "VENFIL". |
| C3$ | 21 | Master record for "APCRIX". |
| C4% | FP | Logical file for "APCRIX". |
| C5$ | 30 | Work variable. |
| D1$ | 6 | Discount days. |
| E2 | FP | End flag indicating end of file. |
| F1$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "VENFIL". |
| F4$ | 6 | File name for "APCRIX". |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I5 | FP | See "POSIT". |
| I6$ | 36 | Work variable. |
| I9$ | 13 | Work variable. |
| K$ | 12 | Key for "APOFIL". |
| K2$ | 6 | Key for "VENFIL". |
| K3$ | 19 | Key for "APCRIX". |
| K4$ | 6 | Temporarily holding string for vendor number for control break purposes. |
| K5$ | 6 | Work variable. |
| M$ | 116 | Master record for "APOFIL". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P0$ | 36 | Second record in passing file hold string. |
| S4 | FP | Switch which if = 1 means GOTO A/P Check Register because he desires the print register and post only option. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| S9 | FP | Switch which if = 1 indicates that vendor status = hold payment. |
| T$ | 13 | Total for a check to see if greater than or equal to 0. |
| V$ | 10 | Work variable. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C$ | 36 | Control file data holder. |
| C1% | FP | Logical file number for "APOFIL". |
| C1$ | 116 | Master record for "APOFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C2$ | 194 | Master record for "VENFIL". |
| C3% | FP | Logical file number for "VENFIL". |
| C3$ | 21 | Master record for "APCRIX". |
| C4% | FP | Logical file number for "APCRIX". |
| C4$ | 30 | Master record for "DACFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 6 | Discount date. |
| D6 | FP | 1st byte position in master record. |
| E | FP | Work variable. |
| E2 | FP | End of file flag. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "VENFIL". |
| F3$ | 6 | File name for "APCRIX". |
| F4$ | 6 | File name for "DACFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | Temporary holding field. Also see "INPUT". |
| I7 | FP | See "POSIT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I7$ | 6 | Payment date. |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| J | FP | See "PDISP". |
| K | FP | Index in FOR next loop. |
| K1$ | 12 | Key for "APOFIL". |
| K2$ | 6 | Key for "VENFIL". |
| K3$ | 19 | Key for "APCRIX". |
| K4$ | 7 | Key for "DACFIL". |
| K5$ | 6 | Work variable. |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 30 | Master record for "APOFIL". |
| M1$ | 36 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N5 | FP | Number of times to do a line feed. |
| O% | FP | See "ISAM". |
| O$ | 1 | String to contain YES/NO answer to whether checks are OK or NOT. |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | 1st record in Passing file hold string. |
| P0$ | 36 | Second record in Passing file data hold string. |
| P2 | FP | See "PRINT". |
| P2$ | 85 | See "PRINT". |
| P3$ | 85 | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| R | FP | Switch which is equal to one means look for a record because one wasn't found. |
| R9$ | 1 | See "INPUT". |
| S5 | FP | Work variable. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| S9 | FP | Switch which if = 1 means vendor not on file or status = hold payment. |
| T$ | 10 | Check amount total. |
| T1$ | 10 | Work variable. |
| T2$ | 10 | Check number. |
| V$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z$ | 5 | Variable containing zeros. |
| Z1 | FP | Switch which if = 1 means a check has been printed. |
| Z2 | FP | Switch if = 1 means check printed so be sure to print its total if its the last check. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APOFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C2$ | 21 | Master record for "APCRIX". |
| C3% | FP | Logical file number for "VENFIL". |
| C3$ | 194 | Master record for "VENFIL". |
| C4% | 30 | Logical file number for "APCRIX". |
| C4$ | 30 | Master record for "DACFIL". |
| D$ | 35 | See "PDISP". |
| D1 | 6 | Discount date. |
| D6 | FP | 1st byte position in master record. |
| E2 | FP | End of file switch |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "DACFIL". |
| F3$ | 6 | File name for "VENFIL". |
| F4$ | 6 | File name for "APCRIX". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loops. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "PDISP". |
| I5 | FP | See "POSIT". |
| I6$ | 36 | See "PDISP". |
| I9$ | 36 | See "INPUT". |
| J | FP | See "PDISP". |
| K$ | 12 | Key for "APOFIL". |
| K2$ | 19 | Key for "APCRIX". |
| K3$ | 6 | Key for "VENFIL". |
| K4$ | 7 | Key for "DACFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K5$ | 6 | Work variable. |
| K6$ | 7 | Work variable. |
| K7$ | 6 | Temporarily holds vendor number for control break purposes. |
| K9$ | 6 | Work variable. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 55 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 116 | See "PDISP". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 61 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| S5 | FP | Switch which if set = 1 means we already have printed out a regular check for this vendor. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| S7 | FP | Switch which if = 1 means detail printed for vendor to test to see if need for printing vendor data. |
| S8 | FP | Switch which if = 1 means already printed heading once so just go to top of form. |
| S9 | FP | Work variable. |
| T$ | 117 | Subtotals and grand totals for various fields. |
| T1 | FP | Work variable. |
| T2$ | 10 | Subtotal for a vendor's regular checks. |
| T3$ | 10 | Subtotal for a vendor's prepaid checks. |
| T4$ | 10 | Total checks this cash account. |
| T5$ | 10 | Grand total for all regular checks. |
| T6$ | 10 | Grand total of all prepaids. |
| T7$ | 10 | Grand total of all checks. |
| T8$ | 10 | Number of total cash accounts. |
| V$ | 10 | Work variable. |
| V1$ | 10 | Void checks subtotal this vendor. |
| V2$ | 10 | Grand total of all voids. |
| V3$ | 10 | Subtotal for a vendor's manually paids. |
| V4$ | 10 | Grand total for all manually paids. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z | FP | Switch which if = 1 means a detail line has been printed. |
| Z1 | FP | Used as a variable in making a computed GOTO to sum up regular void prepaid and manual checks. |
| Z1% | FP | See "PRINT". |
| Z3 | FP | Switch which = 1 means prepaid or manual is already printed for this vendor. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APOFIL". |
| C1$ | 116 | Master record for "APOFIL". |
| C2% | FP | Logical file number for "APDIST". |
| C2$ | 194 | Master record for "VENFIL". |
| C3% | FP | Logical file number for "VENFIL". |
| C3$ | 23 | Master record for "APDIST". |
| C4% | FP | Logical file number for "APCRIX". |
| C4$ | FP | Master record for "APCRFL". |
| C6% | FP | Logical file number for "APCRFL". |
| C7$ | 21 | Master record for "APCRIX". |
| D1$ | 6 | Discount date. |
| E2 | FP | End of file flag. |
| F1$ | 6 | File name for "APOFIL". |
| F2$ | 6 | File name for "APDIST". |
| F3$ | 6 | File name for "VENFIL". |
| F4$ | 6 | File name for "APCRIX". |
| F6$ | 6 | File name for "APCRFL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I5 | FP | See "POSIT". |
| I6$ | 36 | See "INPUT". |
| I7$ | 6 | Payment date. |
| I9$ | 36 | See "INPUT". |
| K1$ | 12 | Key for "APOFIL". |
| K2$ | 6 | Key for "VENFIL". |
| K3$ | 14 | Key for "APDIST". |
| K4$ | 15 | Key for "APCRFL". |
| K6$ | 15 | Temporarily holds APCRFL values. |
| K7$ | 19 | Key for "APCRIX". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M% | FP | See "ISAM". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P0$ | 36 | Second record in passing file data hold string. |
| P1 | FP | See "PRINT". |
| S9 | FP | Switch indicates if = 1 that vendor not there or status = hold payment or vendor file at end of file. |
| T$ | 36 | Control file data holding string. |
| T1 | FP | Switch if = 1 that says he's using print register and post only option. |
| T1$ | 12 | Total discount balance. |
| T2$ | 12 | Total invoice balance. |
| T8$ | 15 | Temporarily holds invoice balance. |
| T9$ | 15 | Temporarily holds discount balance. |
| V$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A1$ | 15 | Master record for "APDIST". |
| A2 | FP | See "ANYCHG". |
| A2$ | 141 | Master record for "APOFIL". |
| C$ | 34 | Control file record. |
| C1% | FP | Logical file number for "APDIST". |
| C2% | FP | Logical file number for "APOFIL". |
| C3% | FP | Logical file number for "DACFIL". |
| D | FP | Chaining flag. |
| D3$ | 30 | Master record for "DACFIL". |
| E1 | FP | End flag. |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APDIST". |
| F2$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "DACFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K1$ | 14 | Key for "APDIST". |
| K2$ | 12 | Key for "APOFIL". |
| K3$ | 7 | Key for "DACFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P$ | 36 | Passing file data holding string. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1$ | 23 | Master record for "APDIST". |
| A2$ | 116 | Master record for "APOFIL". |
| B$ | 40 | Variable containing blanks. |
| C$ | 34 | Control file record. |
| C1% | FP | Logical file number for "APDIST". |
| C2% | FP | Logical file number for "APOFIL". |
| C3% | FP | Logical file number for "DACFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 6 | Cut-off date. |
| D3$ | 30 | Master record for "DACFIL". |
| D4$ | 6 | Invoice date. |
| D6 | FP | See "PDISP". |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APDIST". |
| F2$ | 6 | File name for "APOFIL". |
| F3$ | 6 | File name for "DACFIL". |
| H1$ | 108 | See "PRINT". |
| H2$ | 101 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "PDISP". |
| I5 | FP | See "POSIT". |
| I6$ | 13 | See "PDISP". |
| I7 | FP | See "INPUT". |
| I9$ | 14 | Intermediate variable for holding calculations. |
| J | FP | See "PDISP". |
| K1$ | 14 | Key for "APDIST". |
| K2$ | 12 | Key for "APOFIL". |
| K3$ | 7 | Key for "DACFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K9$ | 6 | Temporary storage place for account for control break purposes. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 30 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 35 | See "PDISP". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| O1% | FP | Saving place for ISAM option and return code variable "O%". |
| P | FP | Position of "." in string arith field. |
| P$ | 35 | Passing file data holding string. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 79 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT. |
| P6 | FP | See "PRINT". |
| T1$ | 13 | Subtotal for account amount. |
| T2$ | 13 | Grand total amount. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1$ | 23 | Master record for "APDIST". |
| B$ | 40 | Variable containing blanks. |
| C$ | 34 | Control file data. |
| C1% | FP | Logical file number for "APDIST". |
| C3% | FP | Logical file number for "DACFIL". |
| C4% | FP | Logical file number for "GLDIDX". |
| D$ | 35 | See "PDISP". |
| D1$ | 6 | Cut-off date. |
| D3$ | 30 | Master record for "DACFIL". |
| D4$ | 6 | Invoice date. |
| D6 | FP | See "PDISP". |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APDIST". |
| F3$ | 6 | File name for "DACFIL". |
| F4$ | 6 | File name for "GLDIDX". |
| G$ | 11 | Master record for "GLDIDX". |
| H1$ | 62 | See "PRINT". |
| H2$ | 65 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I6$ | 13 | See "PDISP". |
| I7 | FP | See "INPUT". |
| I9$ | 14 | Intermediate variable for holding calculations. |
| J | FP | See "PDISP". |
| K1$ | 14 | Key for "APDIST". |
| K3$ | 7 | Key for "DACFIL". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| K4$ | 13 | Key for "GLDIDX". |
| K9$ | 7 | Temporary storage place for account for control break purposes. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |
| L1$ | 30 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 35 | See "PDISP". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holding string. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 79 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| T1$ | 13 | Subtotal for account amount. |
| T2$ | 13 | Grand total amount |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1$ | 23 | Master record for "APDIST". |
| B$ | 40 | Variable containing blanks. |
| C$ | 34 | Control file record. |
| C1% | FP | Logical file number for "APDIST". |
| C3% | FP | Logical file number for "DACFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 6 | Cut-off date. |
| D3$ | 30 | Master record for "DACFIL". |
| D6 | FP | See "PDISP". |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APDIST". |
| F3$ | 6 | File name for "DACFIL". |
| H1$ | 83 | See "PRINT". |
| H2$ | 1 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| H9$ | 40 | Work variable. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I6$ | 13 | See "PDISP". |
| I7 | FP | See "INPUT". |
| I9$ | 14 | Intermediate variable for holding calculations. |
| J | FP | See "PDISP". |
| K1$ | 14 | Key for "APDIST". |
| K3$ | 7 | Key for "DACFIL". |
| K8$ | 1 | Holds transaction type for control break. |
| K9$ | 7 | Temporary storage place for account for control break purposes. |
| L | FP | See "PDISP". |
| L1% | FP | See "ISAM". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L1$ | 30 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 35 | See "PDISP". |
| N | FP | See "PDISP". |
| N1$ | 6 | Program to chain to. |
| O% | FP | See "ISAM". |
| O1% | FP | Temporary holding O% value. |
| P | FP | Position of "." in string arith field. |
| P$ | 36 | Passing file data holding string. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 61 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| T1$ | 13 | Subtotal for account amount. |
| T2$ | 13 | Grand total amount. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1$ | 23 | Master record for "APDIST". |
| A2$ | 116 | Master record for "APOFIL". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APDIST". |
| C2% | FP | Logical file number for "APOFIL". |
| D1$ | 6 | Cut-off date. |
| D2$ | 6 | Reverse date of the given transaction to compare it to the cut-off date. |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APDIST". |
| F2$ | 6 | File name for "APOFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K1$ | 14 | Key for "APDIST". |
| K2$ | 12 | Key for "APOFIL". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P$ | 36 | Passing file string to contain cut-off date. |
| P9 | FP | Switch which if = 1 indicates that you do want to purge the A/P Distribution and A/P Open files through the period ending date for all printed vouchers and checks. |
| R9$ | 1 | See "INPUT". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B | FP | Negative flag. |
| B1 | FP | Negative total flag. |
| B$ | 40 | String variable containing blanks. |
| C% | FP | Logical file number for "VENFIL". |
| D$ | 35 | See "PDISP". |
| D6 | FP | Byte position of field in a record. |
| E2 | FP | End flag. |
| F$ | 6 | File name for "VENFIL". |
| H1$ | 132 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 132 | See "PRINT". |
| I | FP | Index in FOR loops. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I6$ | 14 | Work variable. |
| I9$ | 14 | Work variable. |
| J | FP | Variable to hold position of "." in I9$. |
| J1 | FP | Variable used as a subscript. |
| J2 | FP | Variable used as a subscript. |
| J3 | FP | Variable used as a subscript. |
| J4 | FP | Variable used as a subscript. |
| J5 | FP | Variable used as a subscript. |
| J6 | FP | Variable used as a subscript. |
| K$ | 6 | Vendor file key. |
| L | FP | Variable to hold position of first blank in D$. |
| L1% | FP | See "ISAM". |
| L1$ | 1 | See "PRINT". |
| L2% | FP | See "ISAM". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M% | FP | See "ISAM". |
| M$ | 194 | Vendor file record. |
| M1$ | 55 | See "MESAGE". |
| N | FP | See "PDISP". |
| N1$ | 6 | Program to chain to. |
| O% | FP | See "ISAM". |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 43 | Report title. |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PDISP". |
| P5$ | 48 | String variable used to concatenate. |
| P6 | FP | See "PDISP". |
| T | FP | Variable to hold total number of vendors on file. |
| T$ | 74 | String variable holding totals. |
| T1$ | 74 | String variable holding only positive totals. |
| V$ | 10 | Work variable. |
| V1$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG" |
| A2 | FP | See "ANYCHG". |
| A7 | FP | Variable to hold value of 17. |
| A$ | 36 | Passing file record. |
| B$ | 35 | String variable containing blanks. |
| C% | FP | Logical file number for "APCRFL". |
| C1% | FP | Logical file number for "VENFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| C$ | 34 | Control file record. |
| D$ | 35 | See "PDISP". |
| D2$ | 30 | Distribution Accounts file record. |
| D3$ | 6 | Variable to hold selected check reconciliation date. |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APCRFL". |
| F2$ | 6 | File name for "VENFIL". |
| F3$ | 6 | File name for "DACFIL". |
| H1$ | 92 | See "PRINT". |
| H2$ | 96 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I9$ | 35 | Work variable. |
| J | FP | See "PDISP". |
| K$ | 15 | Key for "APCRFL". |
| K1$ | 6 | Key for "VENFIL". |
| K2$ | 7 | Key for "DACFIL". |
| L | FP | Position of "W" in I9$. Also see "INPUT". |
| L1% | FP | See "ISAM". |
| L1$ | 59 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 35 | See "PDISP". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | See "PRINT". |
| P3$ | 87 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P5$ | 132 | String variable used for concatenation. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| P6 | FP | See "PRINT". |
| R$ | 27 | Check Reconciliation file record. |
| R9$ | 1 | See "INPUT". |
| T$ | 24 | Array (2 X 12) holding check amount totals. |
| V$ | 194 | Vendor file record. |
| V1$ | 15 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C% | FP | Logical file number for "JOBFIL". |
| D6 | FP | Beginning byte position of field in master record. |
| E1 | FP | See "MMENU". |
| E2 | FP | End flag. Says you've reached the end of an ISAM file. Or else means end off. |
| F$ | 6 | File name containing "JOBFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | Temporary holding string. |
| K | FP | Index in FOR next loop. |
| K$ | 6 | Key for "JOBFIL". |
| K1$ | 3 | String to hold title. |
| L | FP | See "INPUT". Also used to hold the row position. |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | Index in FOR next loop. |
| M% | FP | See "ISAM". |
| M$ | 30 | Master record for "JOBFIL". |
| M1 | FP | See "MMENU". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M3$ | 25 | Holds what is added, changed, deleted or printed. |
| M4$ | 23 | See "MMENU". |
| M5$ | 30 | Title at top of screen. |
| N | FP | See "INPUT". |
| N1 | FP | Number of screen tags. |
| N1$ | 6 | Name of program to chain to. |
| O% | FP | See "ISAM". |
| R9$ | 1 | See "INPUT". |
| S1 | FP | Starting number for screen input loop. |
| S2 | FP | Ending number for screen input loop it means the number of things entered on this screen. |
| S2$ | 50 | See "MMENU". |
| S4 | FP | Error switch if = 1 and he's in add mode it means he tried to put in something already on file. If in change mode and = 1 it means it isn't there. |
| T9$ | 17 | Screen tags holding field. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C% | FP | Logical file number for "JOBFIL". |
| D$ | 35 | See "PDISP". |
| D1 | FP | Number of things to print in print line. |
| D6 | FP | Beginning byte position for field in master record. |
| E2 | FP | Flag indicating you've reached end of ISAM file. Also indicates to end off. |
| F$ | 6 | File name for "JOBFIL". |
| H1$ | 19 | See "PRINT". |
| H2$ | 1 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | Maximum length of field. |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | Temporary holding string for calculations. |
| J | FP | See "PDISP". |
| K$ | 6 | Key for "JOBFIL". |
| K1$ | 3 | String containing "ACCOUNT". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L1$ | 1 | See "PRINT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 30 | Master record for "JOBFIL". |
| M1$ | 31 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | String to hold print line. |
| P3 | FP | Variable to count number of accounts. |
| P3$ | 27 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See "PRINT". |
| P6 | FP | See "PRINT". |
| R | FP | Flag to indicate if equal to 1 that a record wasn't found in searching for the first selected range so when you get to the print subroutine top level (beginning at 1400) then read a record. |
| R9$ | 1 | See "INPUT". |
| S1 | FP | See "STENO". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| S2$ | 6 | Starting number for selected ranges. See "STENO". |
| S3$ | 6 | Ending job number. |
| T1$ | 10 | Job count. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "APJHFL". |
| C2% | FP | Logical file number for "JOBFIL". |
| C3% | FP | Logical file number for "DACFIL". |
| D$ | 35 | See "PDISP". |
| D1$ | 6 | Period starting date. |
| D2$ | 6 | Period ending date. |
| D3$ | 6 | Holding string for invoice dates comparison. |
| D4$ | 30 | Master record for "JOBFIL". |
| D5$ | 30 | Master record for "DACFIL". |
| D6 | FP | See "PDISP". |
| E1 | FP | End flag. |
| E2 | FP | Flag indicating you've reached end of ISAM file. Also indicates to end off. |
| F1$ | 6 | File name for "APJHFL". |
| F2$ | 6 | File name for "JOBFIL". |
| F3$ | 6 | File name for "DACFIL". |
| H1$ | 129 | See "PRINT". |
| H2$ | 132 | See "PRINT". |
| H3$ | 1 | See "PRINT". |
| H9$ | 39 | Temporary holding field for account number and account description in print line. |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". Also used as a temporary holding field. |
| J | FP | See "PDISP". |
| J$ | 39 | Master record for "APJHFL". |
| K1$ | 19 | Key for "APJHFL". |
| K2$ | 6 | Key for "JOBFIL". |
| K3$ | 7 | Key for "DACFIL". |
| K8$ | 6 | Holding string for job number to test for control break. |
| K9$ | 7 | Holding string for account number to test for control break. |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L1$ | 35 | See "PRINT". |
| L2% | FP | See "ISAM". |
| L2$ | 1 | See "PRINT". |
| L3$ | 1 | See "PRINT". |
| L4$ | 1 | See "PRINT". |
| L5$ | 1 | See "PRINT". |
| L6 | FP | See "PRINT". |
| L7 | FP | See "PRINT". |
| L8 | FP | See "PRINT". |
| L9 | FP | See "PRINT". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M$ | 35 | Master record for "DACFIL". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| O% | FP | See "ISAM". |
| P | FP | Position of "." in string arith field. |
| P1 | FP | See "PRINT". |
| P1$ | 132 | See "PRINT". |
| P2 | FP | See "PRINT". |
| P2$ | 132 | String to hold print line. |
| P3 | FP | Variable to count number of accounts. |
| P3$ | 79 | See "PRINT". |
| P4 | FP | See "PRINT". |
| P5 | FP | See 'PRINT". |
| P6 | FP | See "PRINT". |
| R9$ | 1 | See "INPUT". |
| T1$ | 13 | Account total string. |
| T2$ | 13 | Job total string. |
| T3$ | 13 | Grand total string. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z1% | FP | See "PRINT". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| C1% | FP | Logical file number for "VENFIL". |
| F$ | 6 | File name "VENFIL". |
| E2 | FP | End flag. |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K$ | 6 | Key for "VENFIL". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M$ | 194 | Master record for "VENFIL". |
| M1$ | 30 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| R9$ | 1 | See "INPUT". |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C1$ | 194 | Master record for "VENFIL". |
| C1% | FP | Logical file number for "VENFIL". |
| C2$ | 30 | Master record for "DACFIL". |
| C2% | FP | Logical file number for "DACFIL". |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "VENFIL". |
| F2$ | 6 | File name for "DACFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | FP | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "POSIT". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K1$ | 6 | Key for "VENFIL". |
| K2$ | 7 | Key for "DACFIL". |
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1$ | 30 | See "MESAGE". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| M2$ | 11 | See "MESAGE". |
| N | FP | See "PDISP". |
| N1$ | 6 | Program to chain to. |
| O% | FP | See "ISAM". |
| P$ | 36 | String to hold certain control file records. |
| R9$ | 1 | See "INPUT". |
| S9 | FP | Switch indicating vendor or account not on file. |
| T$ | 34 | Control file record. |
| V | FP | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| X | FP | Work variable. |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 30 | Master record for "DACFIL". |
| A1 | FP | See "ANYCHG". |
| A2 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| C$ | 34 | Control file record. |
| C1% | FP | Logical file number for "APCRFL". |
| C2% | FP | Logical file number for "VENFIL". |
| C3% | FP | Logical file number for "DACFIL". |
| D1$ | 6 | Current date. |
| E1 | FP | End flag. |
| E2 | FP | End flag. |
| F1$ | 6 | File name for "APCRFL". |
| F2$ | 6 | File name for "VENFIL". |
| F3$ | 6 | File name for "DACFIL". |
| I | FP | Index in FOR next loop. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I5$ | 5 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| I7$ | 1 | See "MESAGE". |
| I8$ | 35 | See "INPUT". |
| I9$ | 35 | See "INPUT". |
| K1$ | 15 | Key for "APCRFL". |
| K2$ | 6 | Key for "VENFIL". |
| K3$ | 7 | Key for "DACFIL". |
| K5$ | 15 | Temporarily holding string for "APCRFL" file. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| L | FP | See "INPUT". |
| L1% | FP | See "ISAM". |
| L2% | FP | See "ISAM". |
| M | FP | See "INPUT". |
| M% | FP | See "ISAM". |
| M1 | FP | See "MMENU". |
| M1$ | 45 | See "MESAGE". |
| M2$ | 11 | See "MESAGE". |
| M4$ | 51 | See "MMENU". |
| N | FP | See "PDISP". |
| O% | FP | See "ISAM". |
| P$ | 36 | Master record for "APCRFL". |
| R$ | 27 | Flag indicating whether or not to open the files. |
| R9$ | 1 | See "INPUT". |
| S | FP | Master record for "VENFIL". |
| V$ | 194 | Work variable. |
| V1$ | 10 | Work variable. |
| W1 | FP | See "WAIT". |
| W2$ | 36 | See "MESAGE". |
| W3$ | 10 | See "MESAGE". |
| Z7 | FP | See "MESAGE". |
| Z8 | FP | See "MESAGE". |
| Z9 | FP | See "DISPLY". |

# S Y M B O L  T A B L E

D-BASIC
Release: 001
Date: 02/01/79

**A / P**

**BACKUP**
Page 1 of 1

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 12 | Work variable. |
| B$ | 12 | Work variable. |
| C$ | 12 | Variable holding date. |
| I$ | 4 | Work variable. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A$ | 34 | Work variable. |
| A1 | FP (18, 5) | Contains count. |
| A2 | FP (18) | Work variable for growth calculation. |
| A3 | FP (18) | Work variable for growth calculation. |
| B$ | 50 | Contains blanks. |
| B1 | FP (18, 5) | Work variable for growth calculation. |
| B2 | FP | Work variable. |
| B2 | FP (5) | Work variable for growth calculation. |
| B3 | FP (5) | Work variable for growth calucation. |
| C | FP | Vendor count. |
| D | FP (1, 5) | Work variable for block calculation. |
| D1 | FP | Job count. |
| D1 | FP (18) | Blocks required for data. |
| D2 | FP | Open voucher count. |
| D2 | FP (18) | Work variable. |
| D3 | FP | Number of accounts. |
| D3 | FP (5) | Work variable. |
| E | FP | Error flag. |
| E9 | FP | ERR code. |
| F | FP | Error flag. |
| F$ | 108 | Array of file name. |
| F1$ | 6 | File name. |
| F1 | FP (18) | Blocks required for keys. |
| F2 | FP (18) | Work variable. |
| F3 | FP | Beginning POS of file name and work area. |
| F4 | FP | Ending POS of file name. |
| G | FP | Growth percentage. |
| G1 | FP (18) | Growth affects; = 1 YES, 0 = NO. |
| I | FP | Index in FOR loops. |
| I1 | FP | Column. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I2 | FP | Row. |
| I5 | FP | Work variable. |
| I6 | FP | Numeric value of input counts. |
| I6$ | 7 | Input item. |
| I8$ | 50 | Contains dots. |
| J | FP | Index in FOR loops. |
| K | FP | Index in FOR loops. |
| K | FP (18) | Key size. |
| L | FP | Length of fields. |
| L1 | FP | Work variable. |
| L2 | FP | Used in centering company name. |
| M1 | FP | Type of activity from menu. |
| M1$ | 4 | Input area for menu questions. |
| M9$ | 37 | Contains correction question. |
| N$ | 250 | Company name data. |
| N2$ | 50 | Company name input line. |
| P | FP (5) | Work variable. |
| R | FP | Work variable. |
| R | FP (18) | Record size. |
| S1 | FP (5) | Work variable. |
| T | FP (18) | File type; 0 = Permanent, 1 = temporary. |
| Y | FP | Work variable. |
| Y$ | 2 | Input "Y" or "N". |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | See "ANYCHG". |
| B$ | 35 | Variable containing blanks. |
| I1 | FP | See "POSIT". |
| I2 | FP | See "POSIT". |
| I3 | FP | See "INPUT". |
| I4 | FP | See "INPUT". |
| I5$ | 2 | See "INPUT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| K1$ | FP | Name of field to be entered. |
| L | FP | See "INPUT". |
| S1 | FP | As incoming code, S1 = 0 is Alphanumeric fields, S1 = 1 is Numeric fields. As return code S1 = 0 is normal return, S1 = 1 means "END" typed. |
| S2$ | Varies | Starting number. |
| S3$ | Varies | Ending number. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I1 | FP | Row to position to. |
| I2 | FP | Column to position to. |
| I5 | FP | Option - I5 = 0 is position only, I5 = 1 is clear to the end of screen after positioning, I5 = 2 is clear to the end of line after positioning. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| W1 | FP | Wait option - W1 = 1 is clear the screen and print "PROCESSING OCCURRING...PLEASE WAIT". W1 = 2 is "PRINTING OCCURRING...PLEASE WAIT", W1 = 3 is the same as option 1 but clear from 2nd line, W1 = 4 is print "PLEASE WAIT ..." on the bottom line. |
| W2$ | 36 | Holds part of a "WAIT" message. |
| W3$ | 10 | Holds part of a "WAIT" message. ("PROCESSING"). |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I1 | FP | See "INPUT". |
| I5 | FP | See "POSIT". |
| I7$ | 1 | Accepts carriage return after error message printed on screen. |
| L | FP | Used temporarily to preserve column. |
| M1$ | 30 | String variable to hold messages. |
| M2$ | 11 | String variable that holds "TYPE RETURN". |
| N | FP | Used temporarily to preserve current row. |
| Z7 | FP | Column for "TYPE RETURN" to appear on screen. |
| Z8 | FP | Contains last row used for cursor positioning. |
| Z9 | FP | Contains last row used for error message. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | String containing blanks. |
| I1 | FP | Row on which data will be input. |
| I2 | FP | Column on which data will be input. |
| I3 | FP | Maximum size of field. |
| I4 | FP | Minimum size of field. |
| I5 | FP | See "POSIT". |
| I5$ | 2 | Type of field - "A" = Alphanumeric, "#" = Numeric, "N" = Numeric without default to 0, "YN" = Yes/No field that defaults to "N", "YY" = Yes/No field that defaults to "Y", "?E" = field that accepts "END", "$" = Dollar field, "?-" = field accepts minus sign. |
| I6$ | 36 | String into which data is input. |
| I7 | FP | Return code - normally I7 = 1 means abort ("ESC" typed), I7 = 2 means "END" typed. In a "Y?" field I7 = 1 means "Y" and I7 = 2 means "N". |
| I8$ | 35 | String containing all dots. |
| I9$ | 35 | Work string variable used for editing. Also used outside "INPUT" for temporary variable and string arithmetic. |
| L | FP | Length of data input. |
| M | FP | Flag indicating "-" entered in numeric field. |
| M1$ | 30 | See "MESAGE". |
| N | FP | Number of digits (counting "-") in numeric field. |
| O% | FP | See "DISPLY". |
| R9$ | 1 | Character for "RESTART" (Code/Cancel). |
| I | FP | Temporary work field (Pos & for next loops). |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| E1 | DP | End program flag. |
| I1 | FP | See "POSIT". |
| I6$ | 36 | See "INPUT". |
| I7 | FP | See "INPUT". |
| M1 | FP | Selection code - M1 = 1 is ADD mode, M1 = 2 is CHANGE/INQUIRE mode, M1 = 3 is DELETE mode, M1 = 4 is PRINT mode, M1 = 5 is an alpha list for a master maintenance module and posting option for a transaction entry module. |
| M3$ | FP | Contains description of file maintenance item, i.e. "VENDOR", "A/P ACCOUNTS", etc. |
| M4$ | 24 | Holds mode to be displayed at top of screen. ("Add CHANGE, INQUIRE, DELETE"). |
| M5$ | FP | Title of application to display at top of screen. |
| S2$ | FP | Contains "WAIT" message for chaining to print module. |
| W2$ | FP | See "WAIT". |
| W3$ | FP | See "WAIT". |

# SYMBOL TABLE

D-BASIC
Release: 001
Date: 01/22/79

**A / P**

**PRINT**
Page 1 of 1

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| B$ | 35 | Variable containing blanks. |
| H1$ | Varies | Heading line #1. |
| H2$ | Varies | Heading line #2. |
| H3$ | Varies | Heading line #3. |
| H4$ | Varies | Heading line #4. |
| J | FP | Index in FOR loop. |
| L1$ | Varies | Legend line #1. |
| L2$ | Varies | Legend line #2. |
| L3$ | Varies | Legend line #3. |
| L4$ | Varies | Legend line #4. |
| L5$ | Varies | Legend line #5. |
| L6 | FP | Flag for extra line feeds. |
| L7 | FP | Flag for extra line feeds. |
| L8 | FP | Flag for extra line feeds. |
| P1 | FP | Starting column of report title. |
| P1$ | 132 | Top line of report. |
| P2 | FP | Line counter. |
| P2$ | 132 | Detail print line; also, print line where date to be printed is loaded. |
| P3$ | Varies | The report title. |
| P4 | FP | Page counter. |
| Z1% | 1 | Flag for 1st time legend print. |

# SYMBOL TABLE

D-BASIC
Release: 001
Date: 01/22/79

A / P

PDISP
Page 1 of 1

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| D$ | 13 | Variable in which edited result is put. |
| D6 | FP | Starting position of field in master record. |
| I3 | FP | Length of field in master record. |
| I6$ | 36 | Temporary work variable. |
| I9$ | 35 | Work variable. |
| J | FP | Position of blank in I9$. |
| L | FP | Length of field. |
| N | FP | Flag indicating a negative field is being edited. |
| P5 | FP | Starting position of field in print line. |
| P6 | FP | Length of print field. |
| M$ | Varies | Master record currently being formatted for print. |
| O% | 1 | Option for type of field. 1 dollar field, 2 numeric field. |
| P2$ | 132 | Print line. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| I5 | FP | See "POSIT". |
| I9$ | 35 | Used temporarily for editing. |
| O% | FP | Option - O% = 1 is Edit Date field, O% = 2 is Edit and Print a Dollar field, O% = 3 is Edit a number field. |
| Z9 | FP | Numeric variable of field to be edited. |

| Symbol | Size (bytes) | Description/Use |
|---|---|---|
| A1 | FP | Option and Return code - incoming A1 = 2 means skip the "WHAT # ?" logic, outgoing A1 = 0 means "N" typed to "ANYCHG ?", A1 = 1 means "Y" typed. |
| A2 | FP | Number of field to be changed. |
| I2 | FP | See "POSIT". |
| I6$ | Varies | Holds the number input after "WHAT ?" question. |
| I7 | FP | See "INPUT". |

# SECTION 6
# FILE DEFINITIONS

# SECTION VI

# FILE DEFINITION

CONTENTS


APCTL - A/P Control File (FDAP1) . . . . . 1

DACFIL - A/P Distribution Accounts File (FDAP2) . . . . . 2

VENFIL - Vendor File (FDAP3) . . . . . 3

VENIDX - Index for Vendor File (FDAP4) . . . . . 4

NAPTRX - New A/P Transaction File (FDAP5) . . . . . 5

APOFIL - A/P Open Item File (FDAP7) . . . . . 6

NAPDIS - New A/P Distribution File (FDAP6) . . . . . 7

APDIST - A/P Distribution File - Dist. Type 1 (FDAP8) . . . . . 8

APDIST - A/P Distribution File - Dist. Type 2 (FDAP9) . . . . . 9

APDIST - A/P Distribution File - Dist. Type 3 (FDAP8) . . . . . 10

APDIST - A/P Distribution File - Dist. Type 4 (FDAP8) . . . . . 11

APDIST - A/P Distribution File - Dist. Type 5 (FDAP8) . . . . . 12

APJHFL - A/P Job History File (FDAP9) . . . . . 13

AGSFIL - Aging Summary by A/P Acct File (FDAP10) . . . . . 14

APPASS - A/P Passing File (FDAP11) . . . . . 15

CRSFIL - Cash Requirements Summary File (FDAP12) . . . . . 16

APCRIX - A/P Check Register Index (FDAP13) . . . . . 17

APCRFL - A/P Check Reconciliation File (FDAP14) . . . . . 18

GLDIDX - G/L Distribution Summary Index File (FDAP15) . . . . . 19

JOBFIL - Job File Maintenance (FDAP16) . . . . . 20

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-Random
Release: 001
Date: 07/31/79

**APCTL**
**(A/P Control File)**
FDAP1
Page 1 of 1

File Type: Random
Key Size (bytes): N/A  Data Record Size: 34  Permanent File

| Record No. | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| 1 | Filler | 1 | | 1-1 | |
| 1 | Check Reconciliation | 1 | A | 2-2 | Y/N |
| 1 | Job Number Usage | 1 | A | 3-3 | Y/N |
| 1 | G/L Interface | 1 | A | 3-3 | Y/N |
| 1 | Summary/Detail Post Distributions | 1 | A | 5-5 | S=Summary D=Detail |
| 1 | Only One A/P Account | 1 | A | 6-6 | Y/N |
| 1 | AP Account Number | 7 | D | 7-13 | XXXX-XXX |
| 1 | Filler | 2 | | 14-15 | |
| 1 | Only Once Cash Account | 1 | A | 16-16 | Y/N |
| 1 | Cash Account Number | 7 | D | 17-23 | xxxx-xxx |
| 1 | Filler | 1 | | 24-24 | |
| 1 | Only One Discount | 1 | A | 25-25 | Y/N |
| 1 | Discount Account Number | 7 | D | 26-32 | XXXX-XXX |
| 1 | Filler | 1 | | 33-33 | |
| 1 | Null | 1 | | 34-34 | |
| 2 | Last Voucher Number Used | 6 | D | 1-6 | |
| 2 | Warning Days Control | 3 | D | 7-9 | |
| 2 | Filler | 24 | | 10-33 | |
| 2 | Null | 1 | | 34-34 | |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**DACFIL**
**(A/P Distribution Accounts File)**
FDAP2


File Type: ISAM
Key Size (bytes): 7 Data Record Size: 30 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Account Number | 7 | D | 1-7 | XXXX-XXX |
| M | Description | 30 | A | 1-30 | |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**VENFIL**
**(Vendor File)**
FDAP3


File Type: ISAM
Key Size (bytes): 6 Data Record Size: 194 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Vendor Number | 6 | A | 1-6 | |
| D | Name | 30 | A | 1-30 | |
| D | Address-1 | 30 | A | 31-60 | |
| D | Address-2 | 30 | A | 61-90 | |
| D | Address-3 | 30 | A | 91-120 | |
| D | Type | 3 | A | 121-123 | |
| D | Terms Description | 15 | A | 124-138 | |
| D | Due Days | 3 | D | 139-141 | |
| D | Discount Days | 3 | D | 142-144 | |
| D | Discount Percent | 5 | D | 145-149 | XX.XX-% |
| D | Last Activity Date | 6 | D | 150-155 | MMDDYY |
| D | Status | 1 | A | 156-156 | |
| D | Purchases - Year-To-Date | 10 | D | 157-166 | $X,XXX,XXX.XX- |
| D | Purchases - Last Year | 10 | D | 167-176 | $X,XXX,XXX.XX- |
| D | Discounts - Year-To-Date | 9 | D | 177-185 | $XXX,XXX.XX- |
| D | Discounts - Last Year | 9 | D | 186-194 | $XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**VENIDX**
**(Index For Vendor File)**
FDAP4
Page 1 of 1

File Type: ISAM
Key Size (bytes): 19 Data Record Size: 4 Temporary File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Vendor Name | 13 | A | 1-13 | |
| K | Vendor Number | 6 | A | 14-19 | |
| D | Filler | 4 | - | 1-4 | |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**NAPTRX**
**(New A/P Transaction File)**
FDAP5
Page 1 of 1

File Type: ISAM
Key Size (bytes): 6 Data Record Size: 113 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Voucher Number | 6 | D | 1-6 | |
| D | Transaction Types | 1 | A | 1-1 | See note. |
| D | Vendor Number | 6 | A | 2-7 | |
| D | Purchase Order Number | 10 | A | 8-17 | |
| D | Invoice Number | 8 | A | 18-25 | |
| D | Invoice Date | 6 | D | 26-31 | MMDDYY |
| D | Invoice Amount | 9 | D | 32-40 | $XXX,XXX.XX- |
| D | Non-Discount Amount | 9 | D | 41-49 | $XXX,XXX.XX- |
| D | Due Days | 3 | D | 50-52 | |
| D | Due Date | 6 | D | 53-58 | MMDDYY |
| D | Discount Days | 3 | D | 59-61 | |
| D | Discount Date | 6 | D | 62-67 | MMDDYY |
| D | Discount Percent | 5 | D | 68-72 | XX.XX-% |
| D | Discount Amount | 8 | D | 73-80 | $XX,XXX.XX- |
| D | A/P Account Number | 7 | D | 81-81 | XXXX-XXX |
| D | Check Number | 6 | D | 88-93 | |
| D | Check Date | 6 | D | 94-99 | MMDDYY |
| D | Check Account Number | 7 | D | 100-106 | XXXX-XXX |
| D | Discount Account Number | 7 | D | 107-113 | XXXX-XXX |

NOTE:

Transaction Types:

R=Regular Voucher
C=Credit Voucher
V=Void Check
A=Adjusting Entry
P=Prepaid Voucher

Transaction types do not affect the sign of the dollar values. Credit vouchers and credit adjustment must be entered and carried as negative values.

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APOFIL**
**(A/P Open Item File)**
FDAP7
Page 1 of 1

File Type: ISAM
Key Size (bytes): 12 Data Record Size: 116 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Vendor Number | 6 | A | 1-6 | |
| K | Voucher Number | 6 | D | 1-6 | |
| D | Transaction Type | 1 | A | 1-1 | |
| D | Purchase Order Number | 10 | A | 2-11 | |
| D | Invoice Number | 8 | A | 12-19 | |
| D | Invoice Date | 6 | D | 20-25 | |
| D | Due Date | 6 | D | 26-31 | MMDDYY |
| D | Discount Date | 6 | D | 32-37 | MMDDYY |
| D | Original Invoice Amount | 9 | D | 38-46 | $XXX,XXX.XX- |
| D | Original Discount Amount | 8 | D | 47-54 | $XX,XXX.XX- |
| D | Invoice Balance | 9 | D | 55-63 | $XXX,XXX.XX- |
| D | Discount Balance | 8 | D | 64-71 | $XX,XXX.XX- |
| D | Current Partial Payment | 9 | D | 72-80 | $XXX,XXX.XX- |
| D | Current Discount Amount | 8 | D | 81-88 | $XX,XXX.XX- |
| D | A/P Account Number | 7 | D | 89-95 | XXXX-XXX |
| D | Check Number | 6 | D | 96-101 | |
| D | Check Date | 6 | D | 102-107 | MMDDYY |
| D | Cash Account Number | 7 | D | 108-114 | XXXX-XXX |
| D | Selection Status | 1 | D | 115-115 | See List |
| D | Print Status | 1 | D | 116-116 | 0=Not Printed<br>1=Check Print |

STATUSES:

0 = Cleared
1 = Selected for Payment
2 = Temporarily Deferred
3 = Permanently Deferred
4 = Prepaid
5 = Manually Paid
6 = Paid by Computer
7 = Payment Value Equals Ø

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**NAPDIS**
**(New A/P Distribution File)**
FDAP6
Page 1 of 1

File Type: ISAM
Key Size (bytes): 19 Data Record Size: 9 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Voucher Number | 6 | D | 1-6 | |
| K | Account Number | 7 | D | 7-13 | XXXX-XXX |
| K | Job | 6 | D | 14-19 | |
| D | Amount | 9 | D | 1-8 | $XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APDIST**
**(A/P Distribution File - Dist. Type 1)**
FDAP8


File Type: ISAM
Key Size (bytes): 14 Data Record Size: 23 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Distribution Type | 1 | D | 1-1 | "1" See Note |
| K | G/L Account Number | 7 | D | 2-8 | XXXX-XXX |
| K | Voucher Number | 6 | D | 9-14 | |
| D | Invoice Date | 6 | D | 1-6 | MMDDYY |
| D | Vendor Number | 6 | D | 7-12 | |
| D | Amount | 11 | D | 13-23 | $XX,XXX,XXX.XX- |

NOTES:

1 = Voucher Distribution
2 = Accounts Payable Open Added
3 = Check Amount Paid
4 = Discount Taken
5 = Accounts Payable Open Paid

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APDIST**
**(A/P Distribution File - Dist. Type 2)**
FDAP8


File Type: ISAM
Key Size (bytes): 14 Data Record Size: 23 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Distribution Type | 1 | A | 1-1 | "2" See note page 1. |
| K | G/L Account Number | 7 | D | 2-8 | XXXX-XXX |
| K | Invoice Data | 6 | D | 9-14 | YYMMDD |
| D | Filler | 12 | | 1-12 | |
| D | Amount | 11 | D | 13-23 | $XX,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APDIST**
**(A/P Distribution File - Dist. Type 3)**
FDAP8


File Type: ISAM
Key Size (bytes): 14 Data Record Size: 23 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Distribution Type | 1 | D | 1-1 | "3" See note page 1. |
| K | G/L Account Number | 7 | D | 2-8 | XXXX-XXX |
| K | Check Data | 6 | D | 9-14 | YYMMDD |
| D | Filler | 12 | | 1-12 | |
| D | Amount | 11 | | 13-23 | $XX,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APDIST**
**(A/P Distribution File - Dist. Type 4)**
FDAP8


File Type: ISAM
Key Size (bytes): 14 Data Record Size: 23 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Distribution Type | 1 | D | 1-1 | "4" See note page 1. |
| K | G/L Account Number | 7 | D | 2-8 | XXXX-XXX |
| K | Check Data | 6 | D | 9-14 | YYMMDD |
| D | Filler | 12 | | 1-12 | |
| D | Amount | 11 | | 13-23 | $XX,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APDIST**
**(A/P Distribution File - Dist. Type 5)**
FDAP8


File Type: ISAM
Key Size (bytes): 14 Data Record Size: 23 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Distribution Type | 1 | D | 1-1 | "5" See note page 1. |
| K | G/L Account Number | 7 | D | 2-8 | XXXX-XXX |
| K | Check Data | 6 | D | 9-14 | YYMMDD |
| D | Filler | 12 | | 1-12 | |
| D | Amount | 11 | | 13-23 | $XX,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APJHFL**
**(A/P Job History File)**
FDAP9
Page 1 of 1

File Type: ISAM
Key Size (bytes): 19 Data Record Size: 39 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Job Number | 6 | D | 1-6 | |
| K | G/L Account Number | 7 | D | 7-13 | XXXX-XXX |
| K | Voucher Number | 6 | D | 14-19 | |
| D | Vendor Number | 6 | A | 1-6 | |
| D | P.O. Number | 10 | A | 7-16 | |
| D | Invoice Number | 8 | A | 17-24 | |
| D | Invoice Date | 6 | D | 25-30 | MMDDYY |
| D | Amount | 9 | D | 31-39 | $XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**AGSFIL**
**(Aging Summary By A/P Acct File)**
FDAP10
Page 1 of 1

File Type: ISAM
Key Size (bytes): 7 Data Record Size: 65 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | A/P Account Number | 7 | D | 1-7 | XXXX-XXX |
| D | Account Balance | 11 | D | 1-11 | $XX,XXX,XXX.XX- |
| D | Valid Discounts | 10 | D | 12-21 | $X,XXX,XXX.XX- |
| D | Current Net | 11 | D | 22-32 | $XX,XXX,XXX.XX- |
| D | 31-60 Day Net | 11 | D | 33-43 | $XX,XXX,XXX.XX- |
| D | 61-90 Day Net | 11 | D | 44-54 | $XX,XXX,XXX.XX- |
| D | Over 90 Day Net | 11 | D | 55-65 | $XX,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APPASS**
**(A/P Passing File)**
FDAP11


File Type: Random
Key Size (bytes): N/A  Data Record Size: 36  Permanent File

| Record No. | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| 1 | Report by Vendor Flag | 1 | A | 1-1 | Y/N |
| 1 | Summary Report | 1 | A | 2-2 | Y/N |
| 1 | Aging Date | 6 | D | 3-8 | MMDDYY |
| 1 | Starting Vendor Number | 6 | A | 9-14 | |
| 1 | Ending Vendor Number | 6 | A | 15-20 | |
| 1 | Show Detail Flag | 1 | A | 21-21 | Y/N |
| 1 | Current A/P Account Number | 7 | D | 22-28 | XXXX-XXX |
| 1 | Filler | 7 | | 29-35 | |
| 1 | Null | 1 | | 36-36 | |
| 2 | Cut-off Date | 6 | D | 1-6 | MMDDYY |
| 2 | Payment/Check Date | 6 | D | 7-12 | MMDDYY |
| 2 | Pay Past Due Vouchers Flag | 1 | A | 13-13 | Y/N |
| 2 | Pay Current Vouchers Flag | 1 | A | 14-14 | Y/N |
| 2 | Pay Optional Vouchers Flag | 1 | A | 15-15 | Y/N |
| 2 | Starting Check Number | 6 | D | 16-21 | |
| 2 | Current Cash Account Number | 7 | D | 22-28 | XXXX-XXX |
| 2 | Current Discount Number | 7 | D | 29-35 | XXXX-XXX |
| 2 | Null | 1 | | 36-36 | |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**CRSFIL**
**(Cash Requirements Summary File)**
FDAP12


File Type: ISAM
Key Size (bytes): 7 Data Record Size: 83 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | A/P Account Number | 7 | D | 1-7 | XXXX-XXX |
| D | Past Due Amount | 11 | D | 1-11 | $XX,XXX,XXX.XX- |
| D | Past Due Discount Lost | 10 | D | 12-21 | $X,XXX,XXX.XX- |
| D | Past Due Valid Discount | 10 | D | 22-31 | $X,XXX,XXX.XX- |
| D | Current Amount Due | 11 | D | 32-42 | $XX,XXX,XXX.XX- |
| D | Current Valid Discount | 10 | D | 43-52 | $X,XXX,XXX.XX- |
| D | Lost Current Discount | 10 | D | 53-62 | $X,XXX,XXX.XX- |
| D | Optional Amount Due | 11 | D | 63-73 | XX,XXX,XXX.XX- |
| D | Optional Valid Discount | 10 | D | 74-83 | X,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APCRIX**
**(A/P Check Register Index)**
FDAP13


File Type: ISAM
Key Size (bytes): 19 Data Record Size: 21 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Cash Account Number | 7 | D | 1-7 | XXXX-XXX |
| K | Check Number | 6 | D | 8-13 | |
| K | Voucher Number | 6 | D | 14-19 | |
| D | Vendor Number | 6 | D | 1-6 | |
| D | Check Date | 6 | D | 7-12 | |
| D | Check Amount | 9 | D | 13-21 | $X,XXX,XXX.XX |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**APCRFL**
**(A/P Check Reconciliation File)**
FDAP14


File Type: ISAM
Key Size (bytes): 15 Data Record Size: 27 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Cash Account Number | 7 | D | 1-7 | XXXX-XXX |
| K | Check Number | 6 | D | 8-13 | |
| K | Sequence | 2 | D | 14-15 | |
| D | Check Date | 6 | D | 1-6 | MMDDYY |
| D | Vendor Number | 6 | D | 7-12 | |
| D | Amount | 9 | D | 13-21 | $X,XXX,XXX.XX |
| D | Date Reconciled | 6 | D | 22-27 | MMDDYY |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**GLDIDX**
**(G/L Distribution Summary Index File)**
FDAP15
Page 1 of 1

File Type: ISAM
Key Size (bytes): 13 Data Record Size: 11 Temporary File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | G/L Account Number | 7 | D | 1-7 | XXXX-XXX |
| K | Invoice Date | 6 | D | 8-13 | YYMMDD |
| D | Amount | 11 | D | 1-11 | XX,XXX,XXX.XX- |

# FILE DEFINITION

## ACCOUNTS PAYABLE

D-BASIC
Release: 001
Date: 07/31/79

**JOBFIL**
**(Job File Maintenance)**
FDAP16
Page 1 of 1

File Type: ISAM
Key Size (bytes): 6 Data Record Size: 30 Permanent File

| Key or Data | Field Description | Size (Bytes) | Type | Record Position | Format |
|---|---|---|---|---|---|
| K | Job Number | 6 | D | 1-6 | |
| D | Description | 30 | A | 1-30 | |

# SECTION 7
# VIDEO DISPLAYS

# SECTION VII

# VIDEO DISPLAY FORMATS

## CONTENTS


ACCOUNTS PAYABLE Master Menu . . . . . 1
A/P Distribution Accounts File Maintenance . . . . . 2
Add . . . . . 3
Change/Inquire . . . . . 4
Delete . . . . . 5
Vendor File Maintenance . . . . . 6
Add . . . . . 7
Change/Inquire . . . . . 8
Delete . . . . . 9
Vendor File Printout . . . . . 10
New A/P Transaction Entry . . . . . 11
Add . . . . . 12
Change/Inquire . . . . . 13
Delete . . . . . 14
A/P Aging Reports . . . . . 15
A/P Open Item Aging Report by Vendor . . . . . 16
A/P Open Adjustment . . . . . 17
Change Due Dates . . . . . 18
Mark Vouchers as Manually Paid . . . . . 19
Cash Requirements Report . . . . . 20
Cash Requirements Report by Vendor . . . . . 21
Payment Preparation and Check Printing . . . . . 22
Clear All Previous Selections . . . . . 23
Generalized Payment Selection . . . . . 24
Select Vouchers for Payment . . . . . 25
A/P Check Printing - Check Alignment . . . . . 26
A/P Check Printing . . . . . 27
General Ledger Distribution Report . . . . . 28
A/P Check Reconciliation . . . . . 29
Reconciliation Report . . . . . 30
Select Paid Checks . . . . . 31

Job File Maintenance . . . . . 32
Add . . . . . 33
Change/Inquire . . . . . 34
Delete . . . . . 35
Backup Diskette . . . . . 36
Initiate Accounts Payable System . . . . . 37
Estimate Disk Requirements . . . . . 38
Total Blocks Required . . . . . 39
Set Up Company Name . . . . . 40
A/P Control File Maintenance . . . . . 41

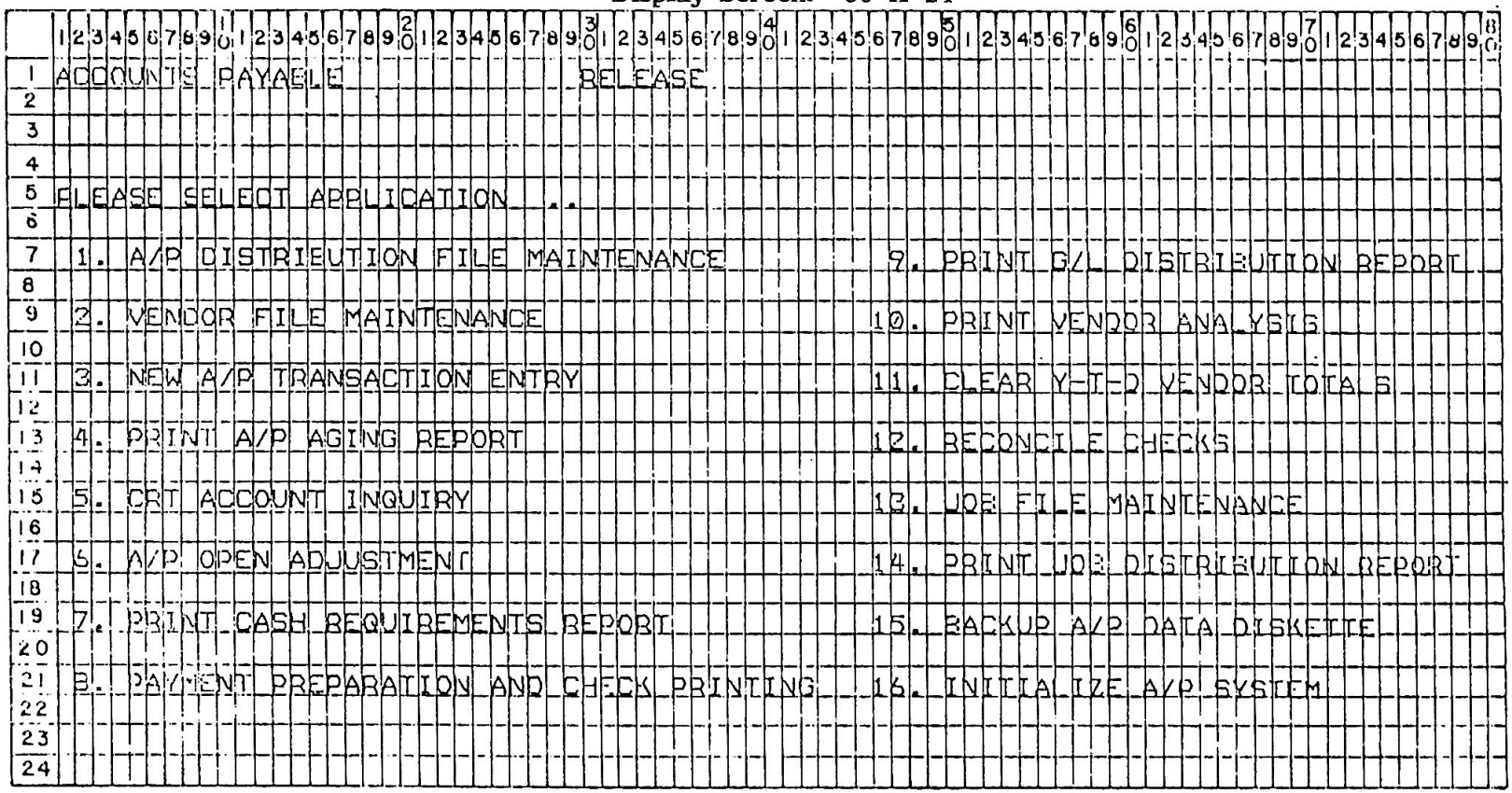
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Master Menu**

**Display Screen: 80 X 24**



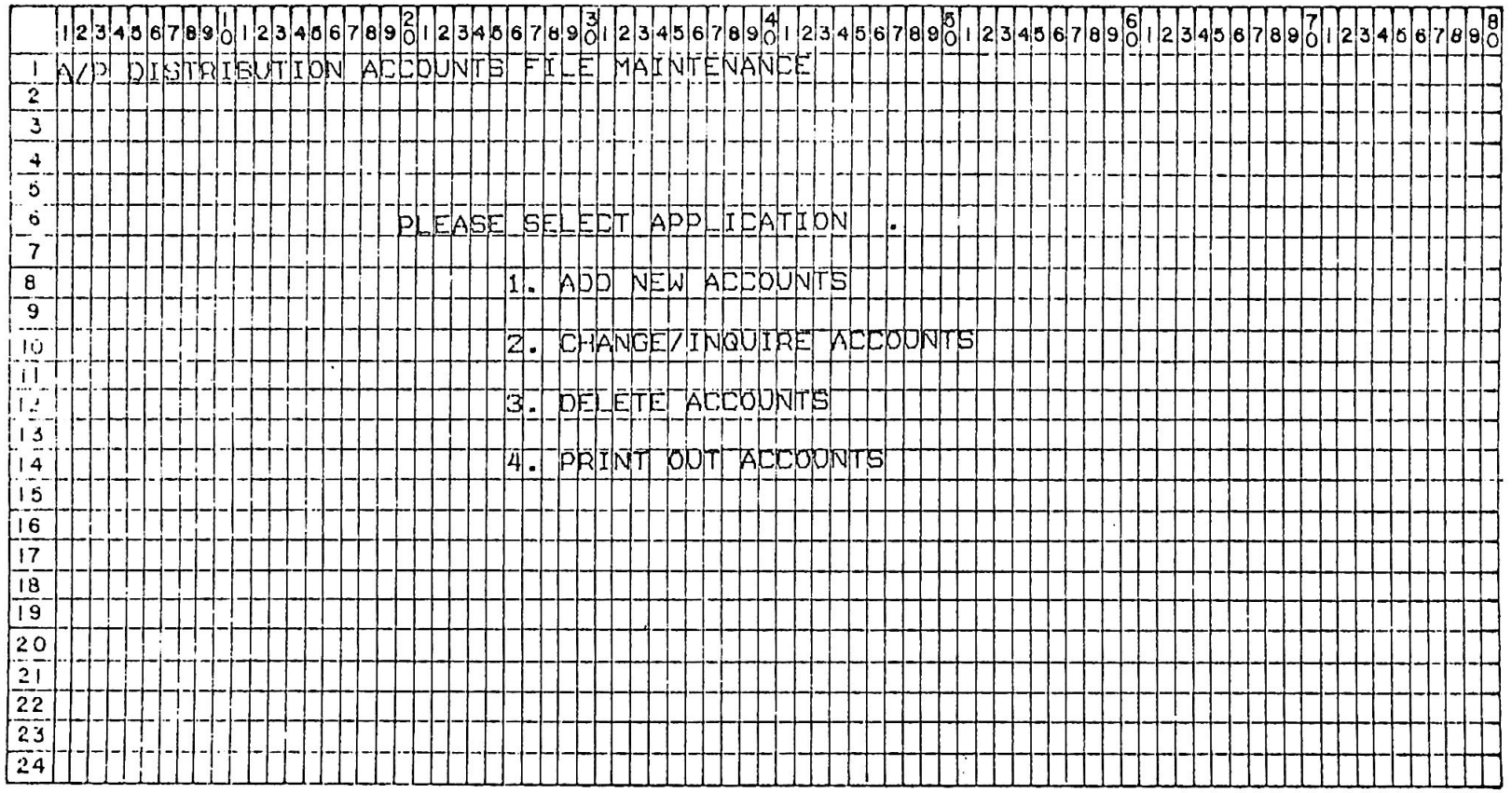
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Distribution Accounts**
**File Maintenance**

**Display Screen: 64 X 16**



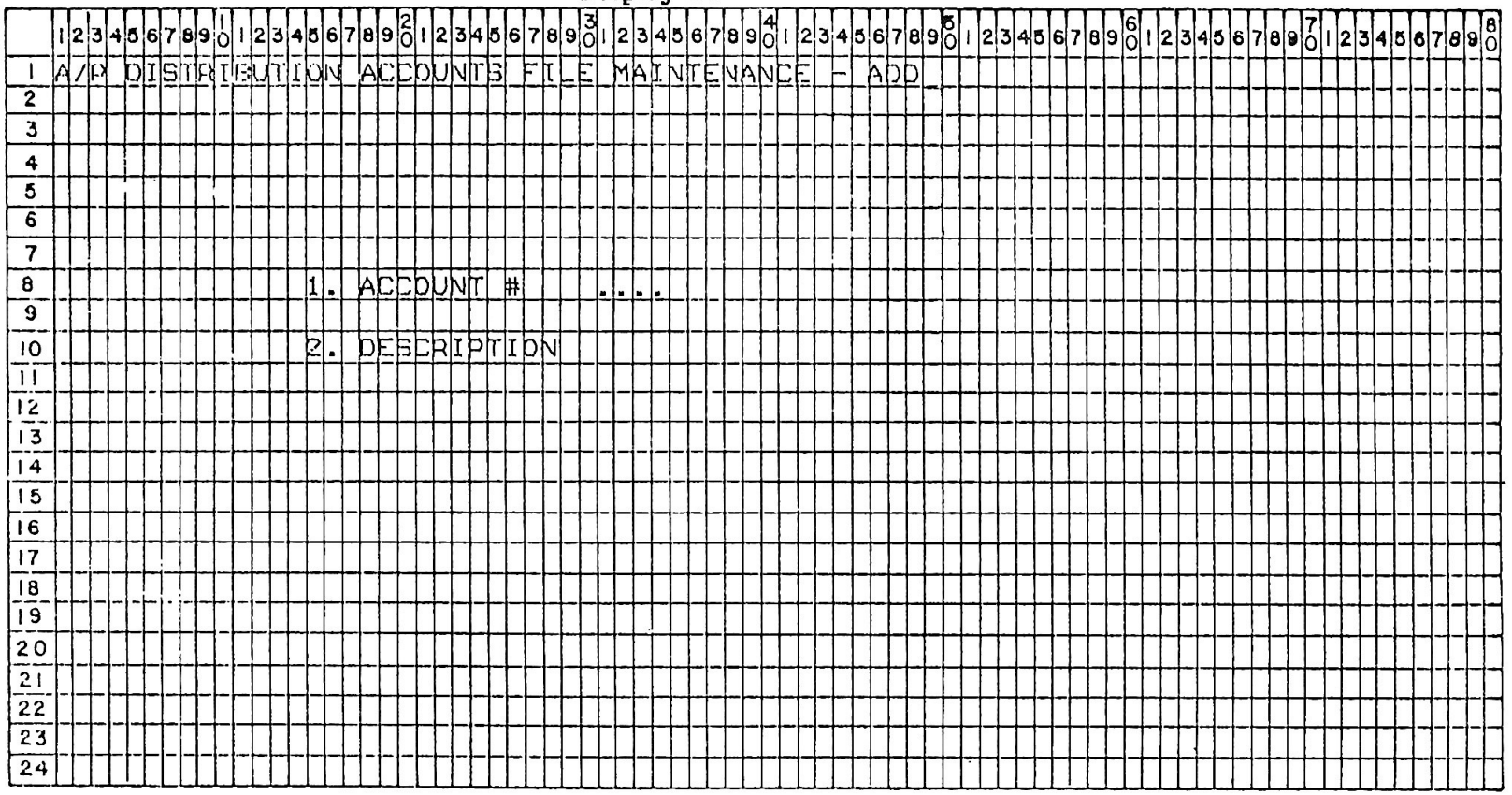
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Distribution Accounts**
**File Maintenance**
**Add**

**Display Screen: 64 X 16**



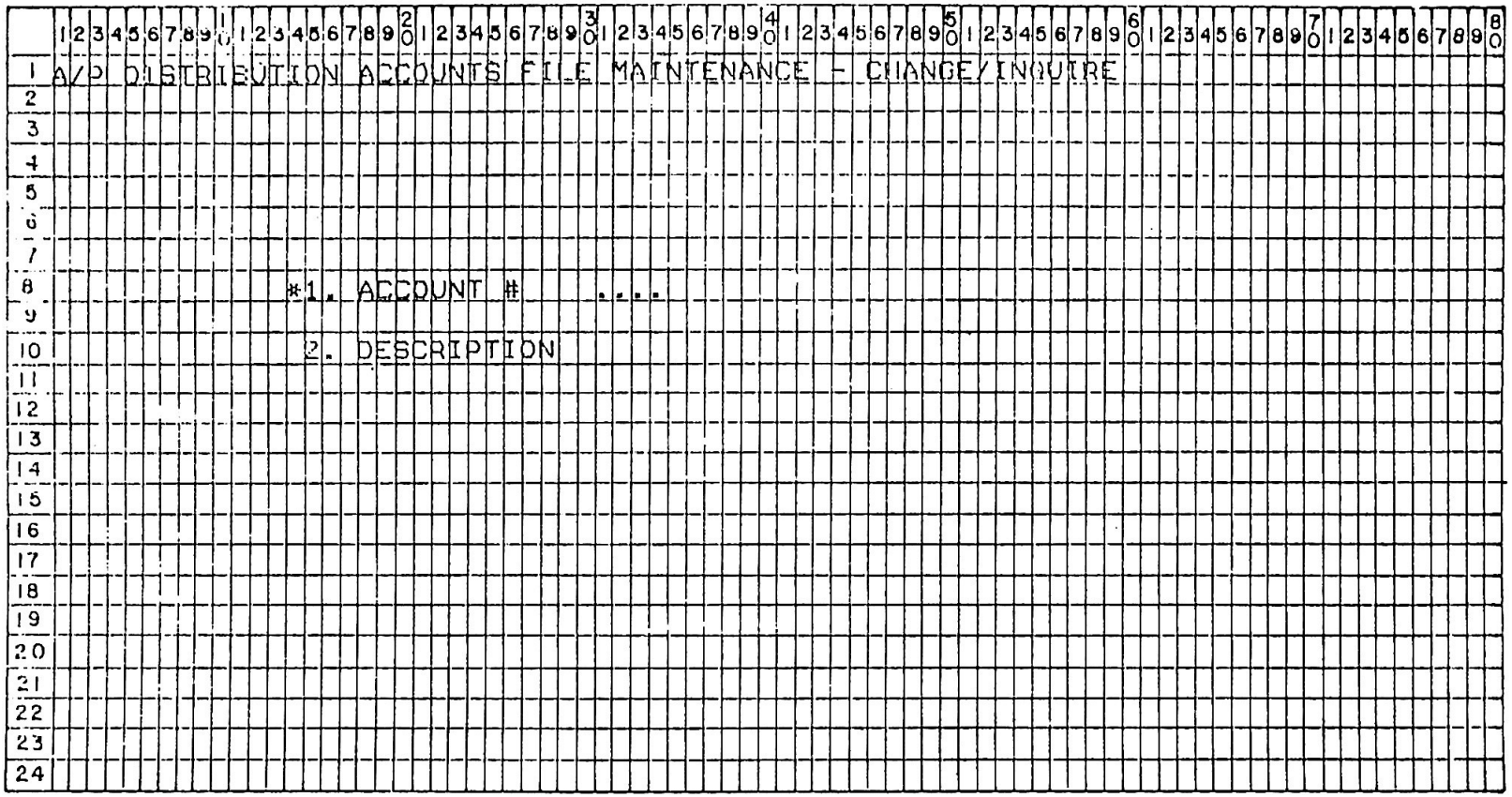
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Distribution Accounts**
**File Maintenance**
**Change/Inquire**

**Display Screen: 64 X 16**



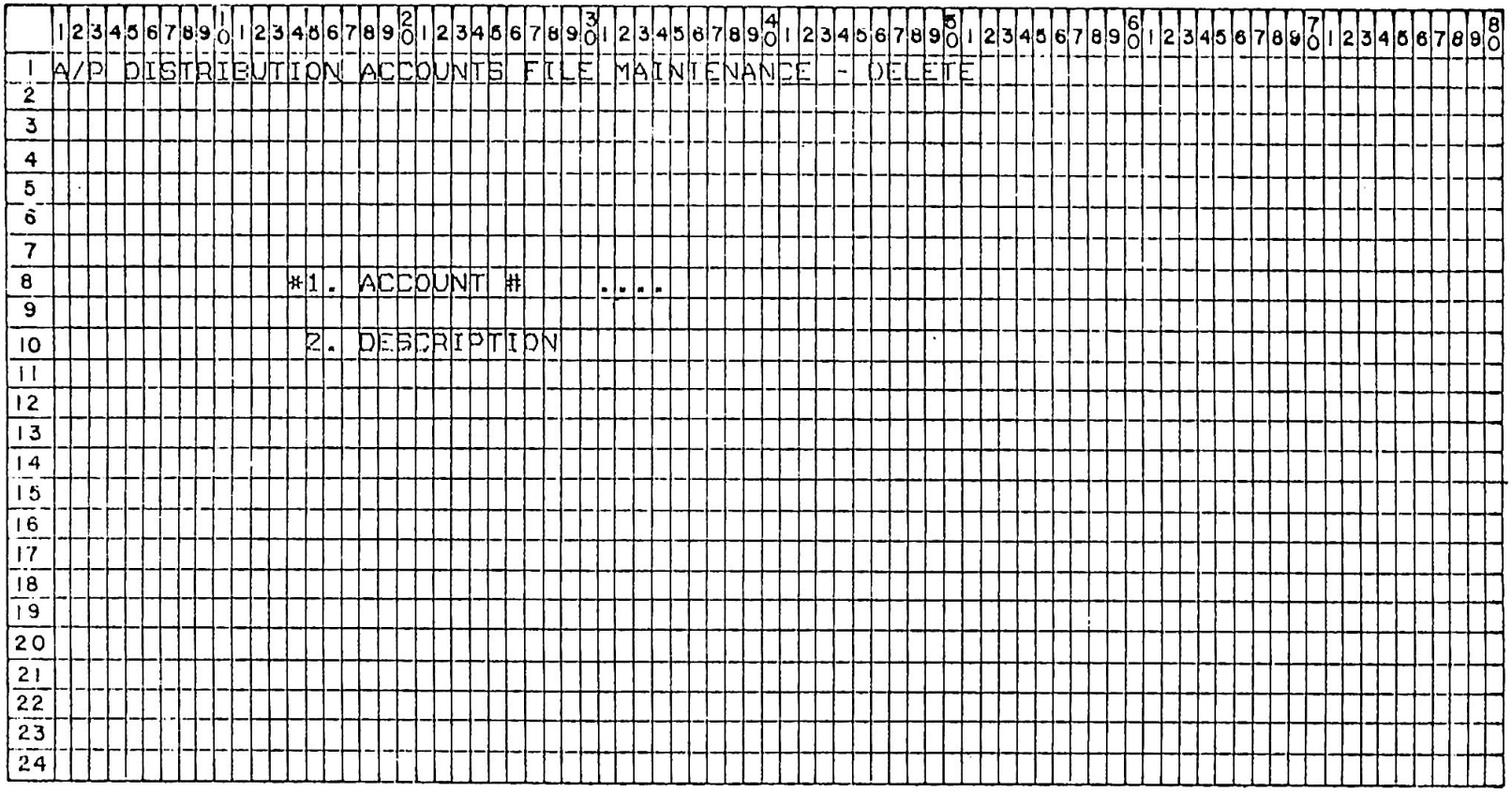
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Distribution Accounts**
**File Maintenance**
**Delete**

**Display Screen: 64 X 16**



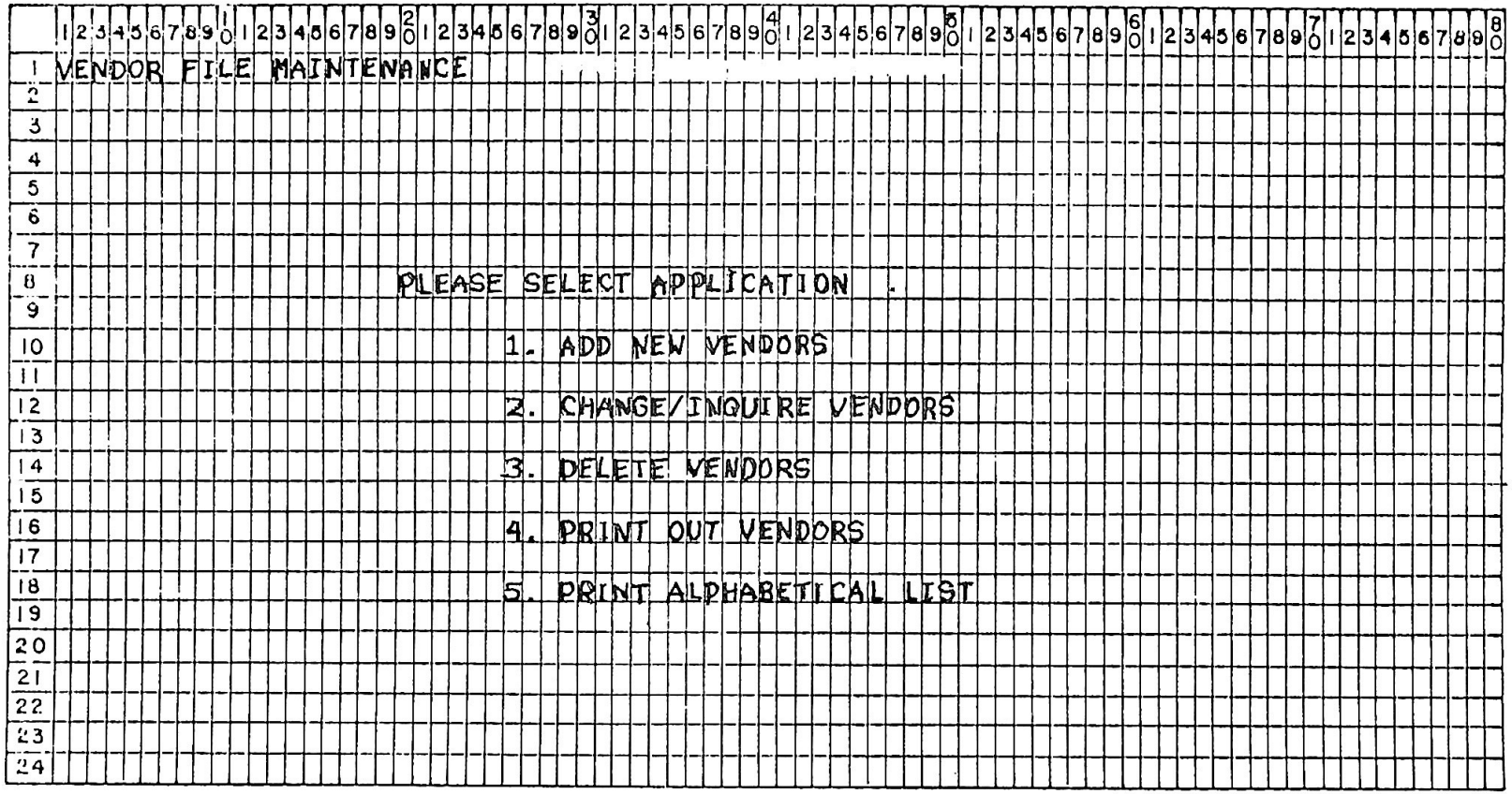
# V I D E O  D I S P L A Y  U N I T

**A/P**

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Vendor File Maintenance**

**Display Screen: 80 X 24**



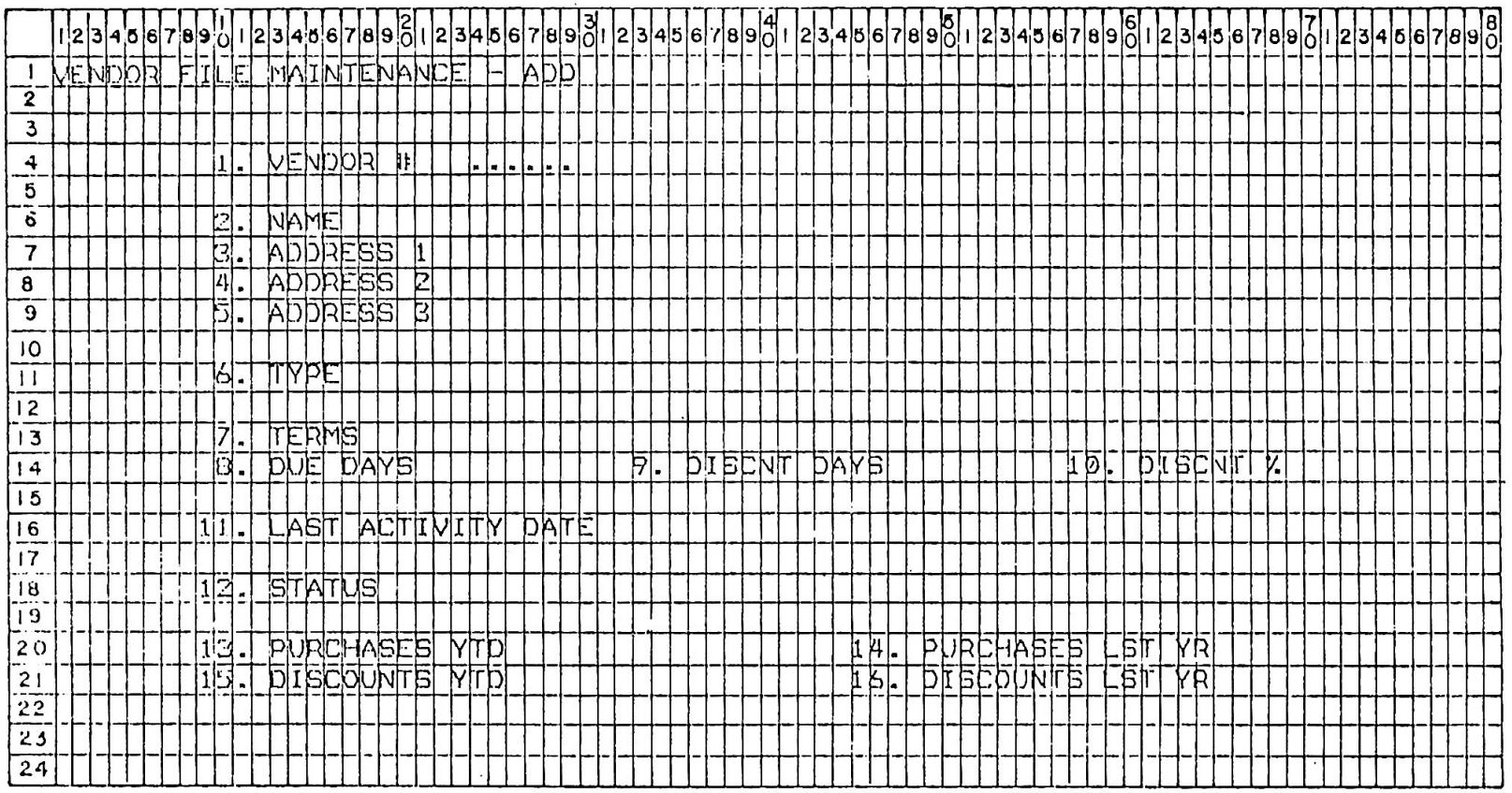
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Vendor File Maintenance**
**Add**

**Display Screen: 80 X 24**



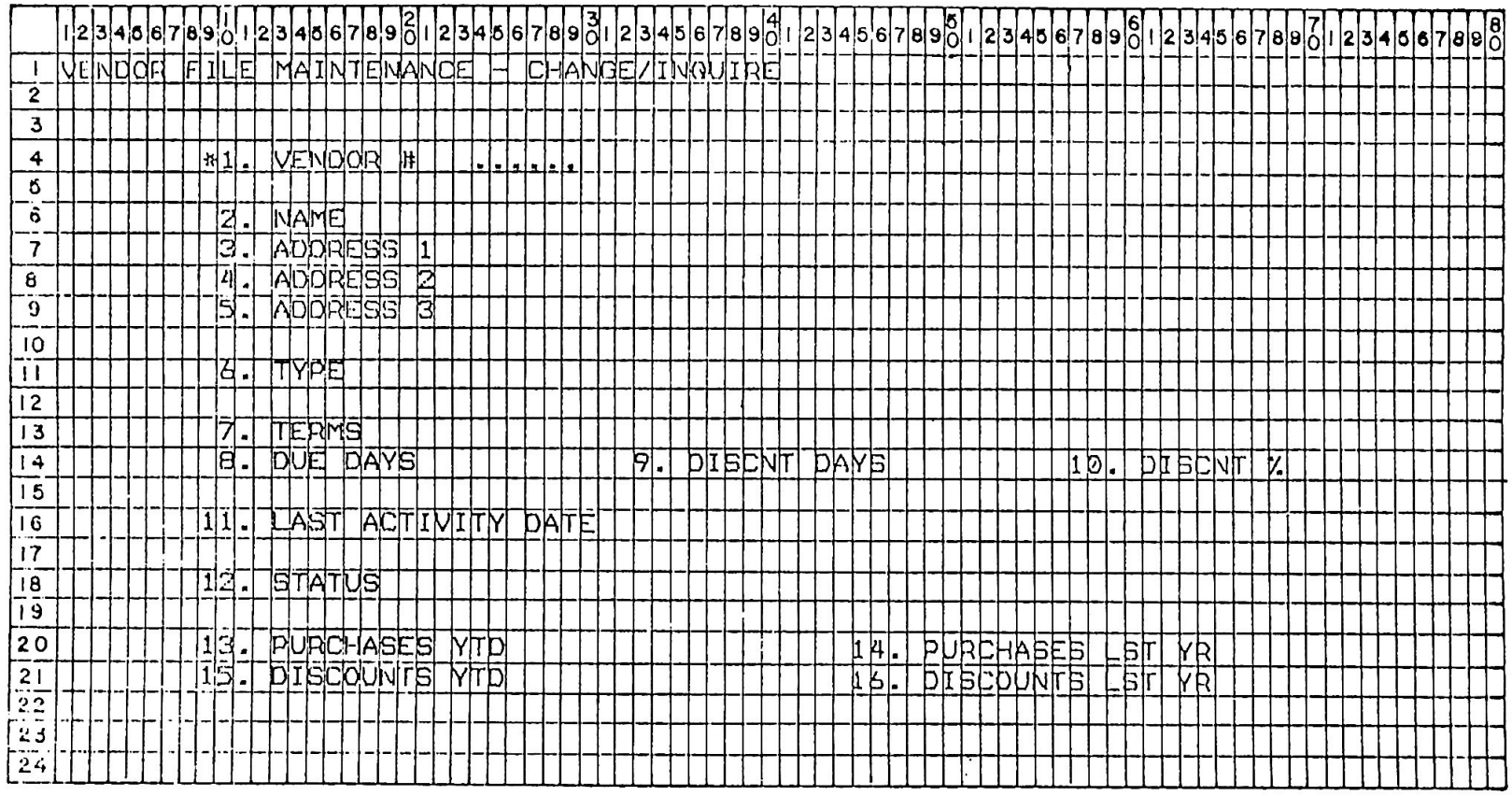
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Vendor File Maintenance**
**Change/Inquire**

**Display Screen: 80 X 24**



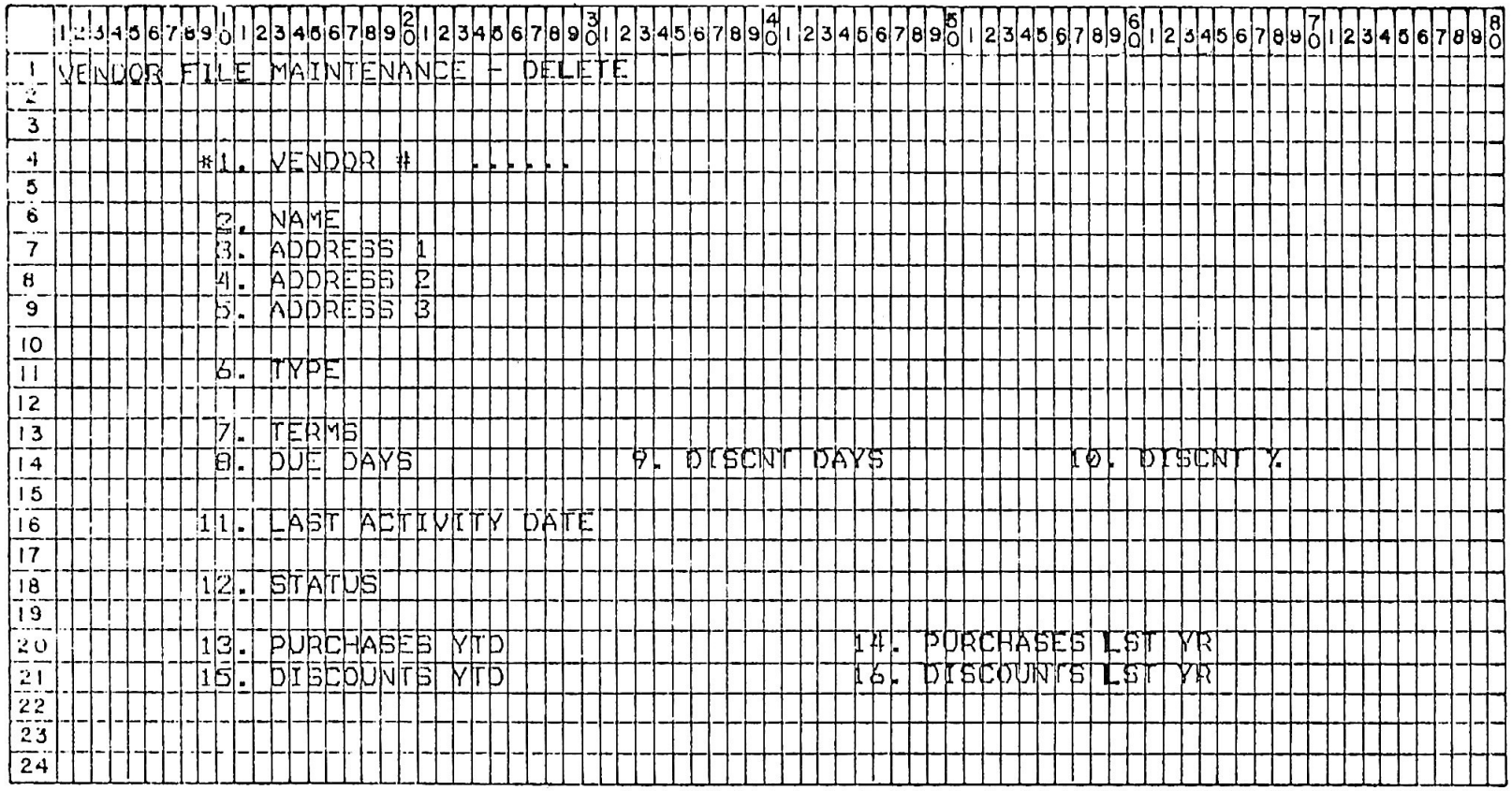
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Vendor File Maintenance**
**Delete**

**Display Screen: 80 X 24**



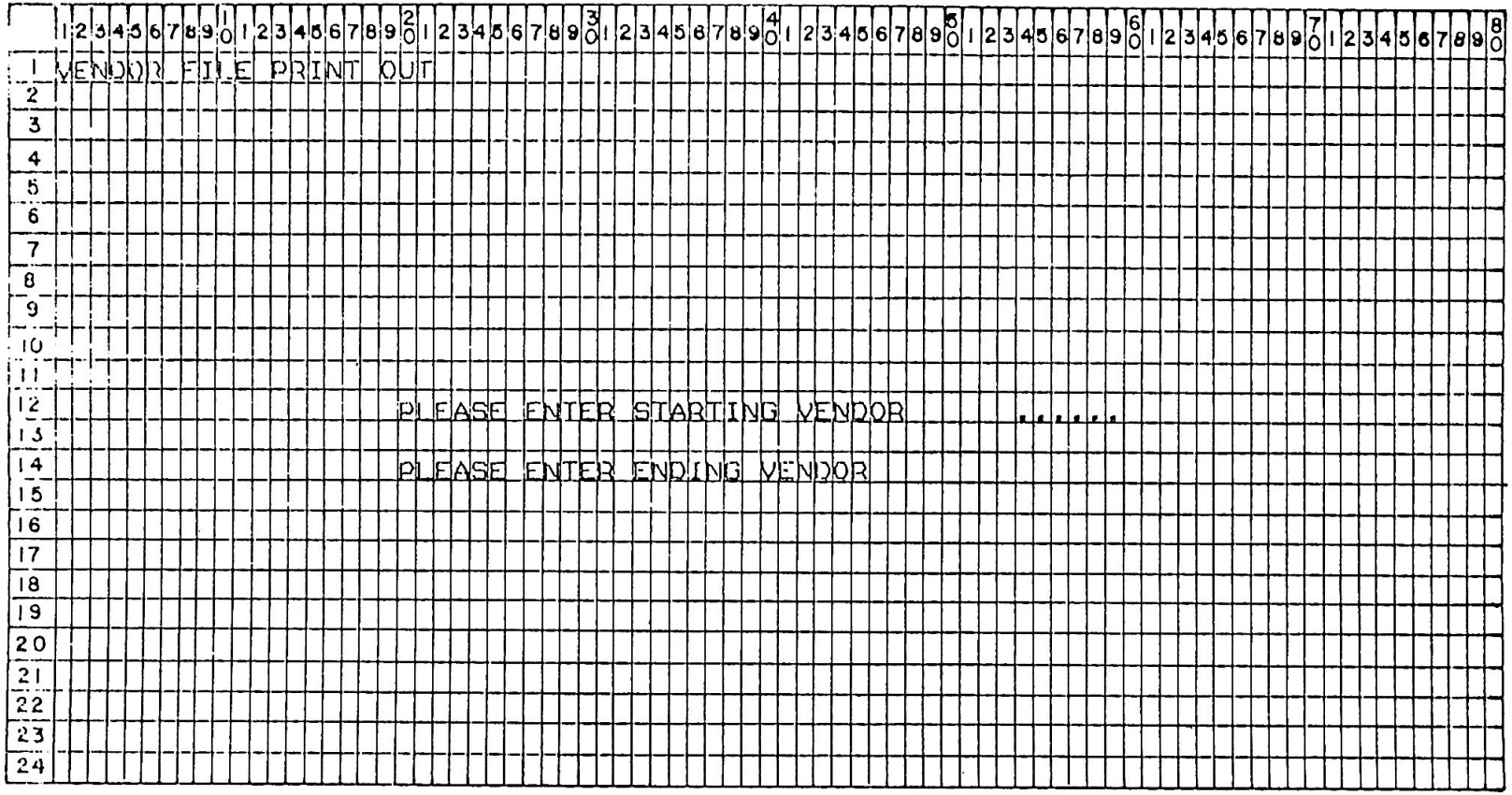
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Vendor File Printout**

**Display Screen: 64 X 16**



# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**New A/P Transaction Entry**

**Display Screen: 64 X 16**

```
NEW A/P TRANSACTION ENTRY

          PLEASE SELECT APPLICATION .

                1. ADD NEW TRANSACTIONS

                2. CHANGE/INQUIRE TRANSACTIONS

                3. DELETE TRANSACTIONS

                4. PRINT TRANSACTION EDIT LIST

                5. POST TRANSACTIONS TO A/P OPEN ITEM FILE
```

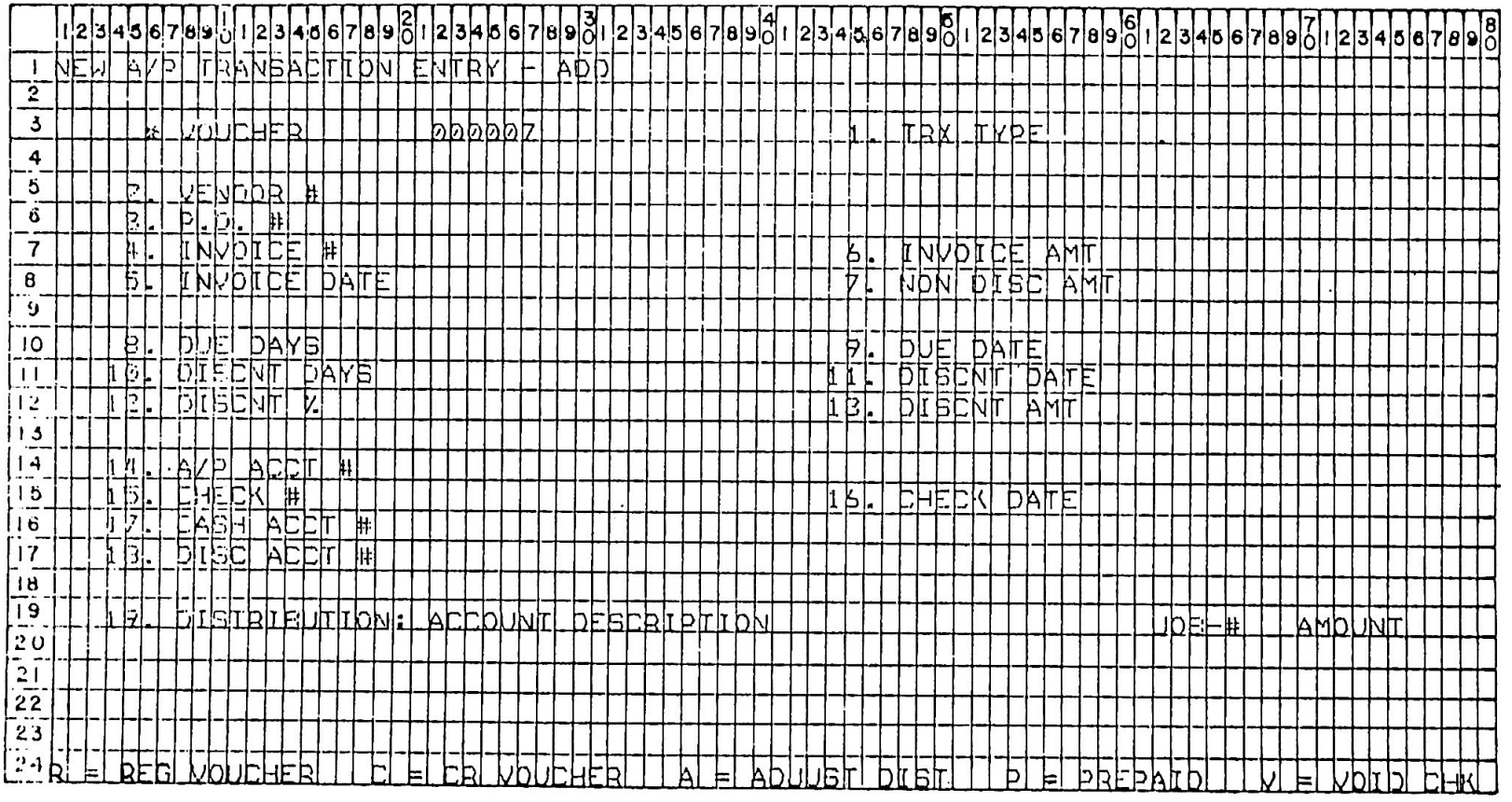
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**New A/P Transaction Entry**
**Add**

**Display Screen: 80 X 24**



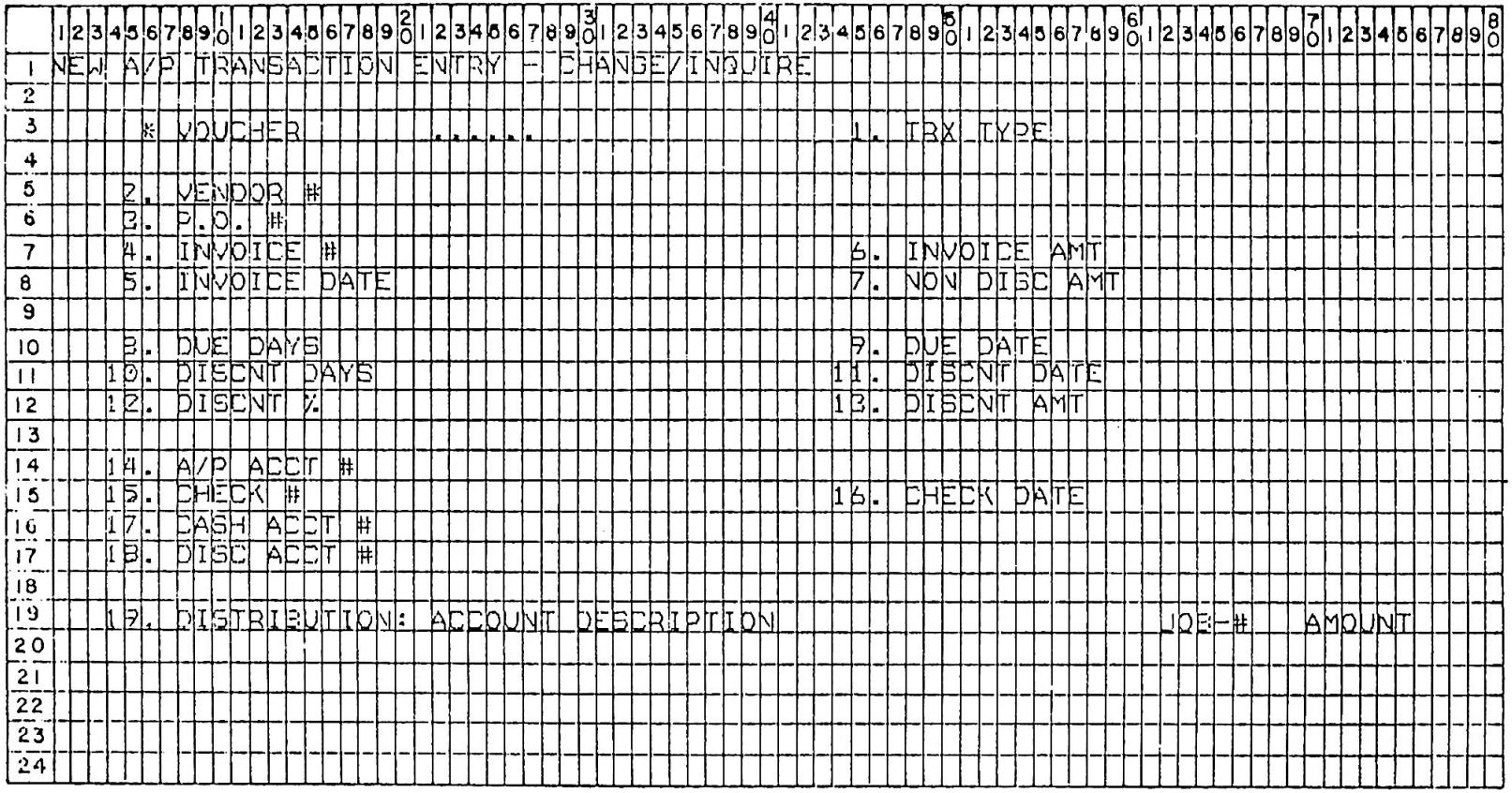
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**New A/P Transaction Entry**
**Change/Inquire**

**Display Screen: 80 X 24**



# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**New A/P Transaction Entry**
**Delete**

**Display Screen: 80 X 24**

```
NEW A/P TRANSACTION ENTRY - DELETE

   # VOUCHER ------                    1. TRX TYPE

   2. VENDOR #
   3. P.O. #
   4. INVOICE #                        6. INVOICE AMT
   5. INVOICE DATE                     7. NON DISC AMT

   8. DUE DAYS                         9. DUE DATE
  10. DISCNT DAYS                     11. DISCNT DATE
  12. DISCNT %                        13. DISCNT AMT

  14. A/P ACCT #
  15. CHECK #                         16. CHECK DATE
  17. CASH ACCT #
  18. DISC ACCT #

  19. DISTRIBUTION: ACCOUNT DESCRIPTION                    JOB-#    AMOUNT
```

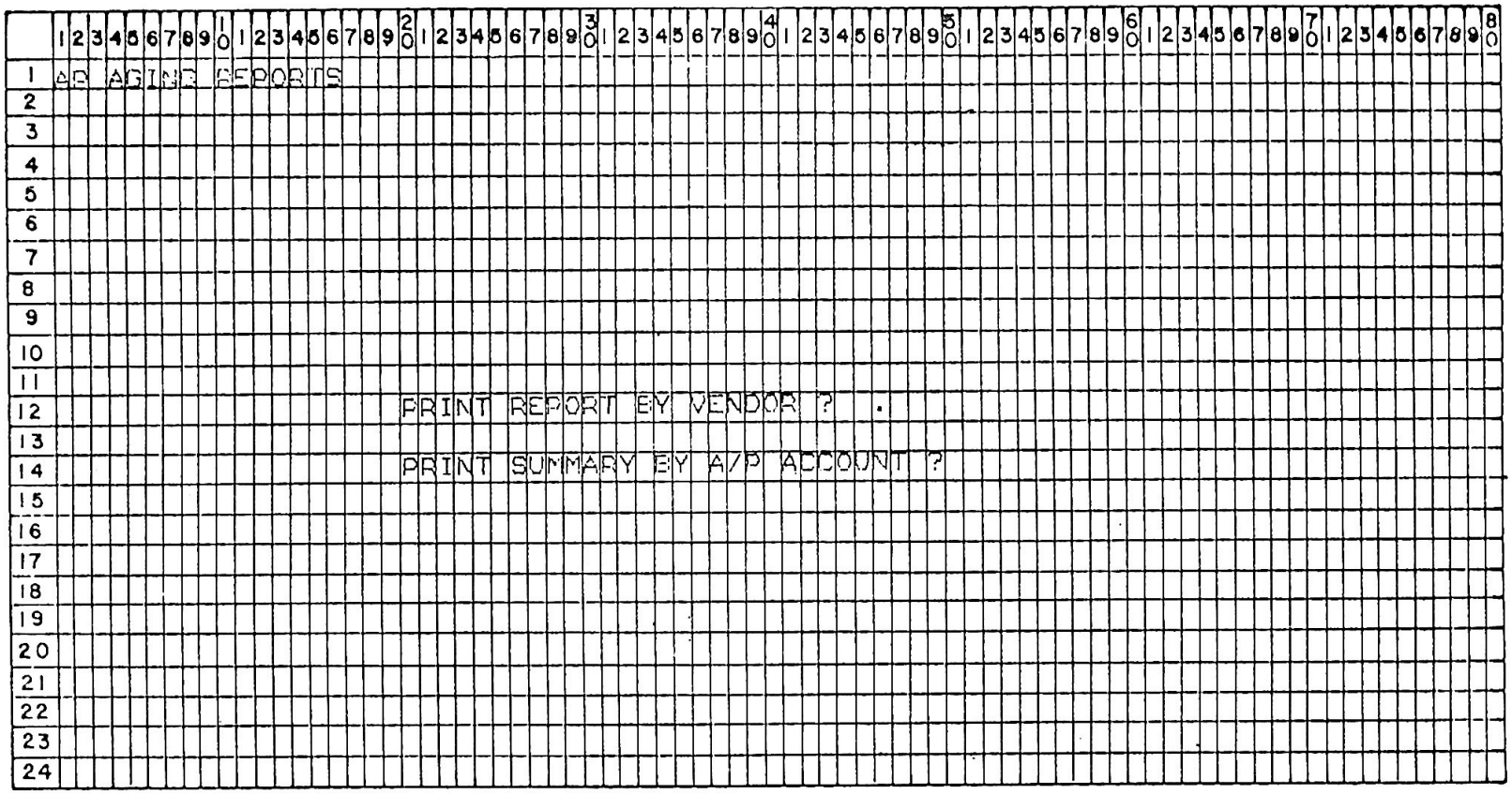
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Aging Reports**

**Display Screen: 64 X 16**



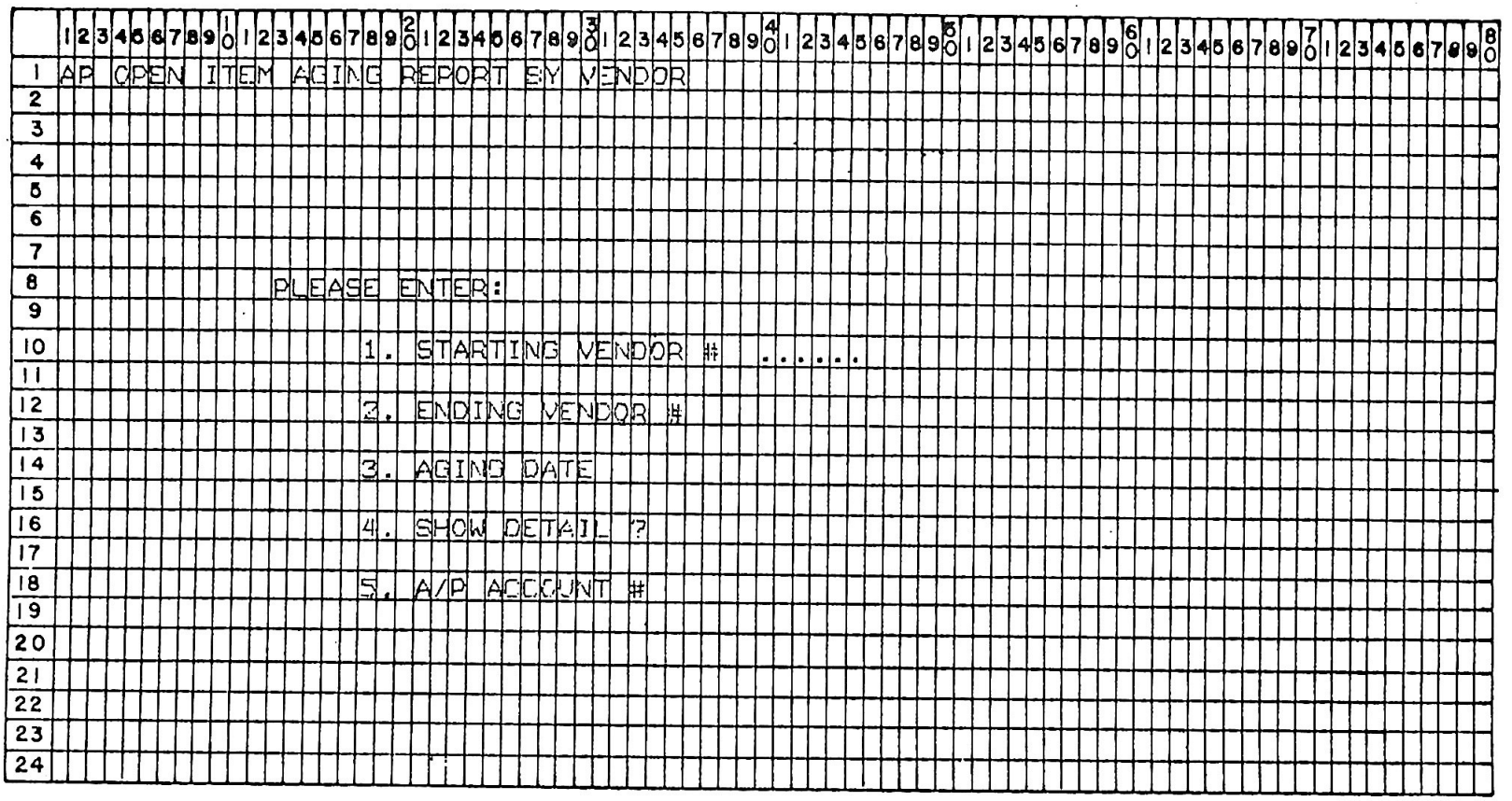
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Open Item Aging Report By Vendor**

**Display Screen: 80 X 24**



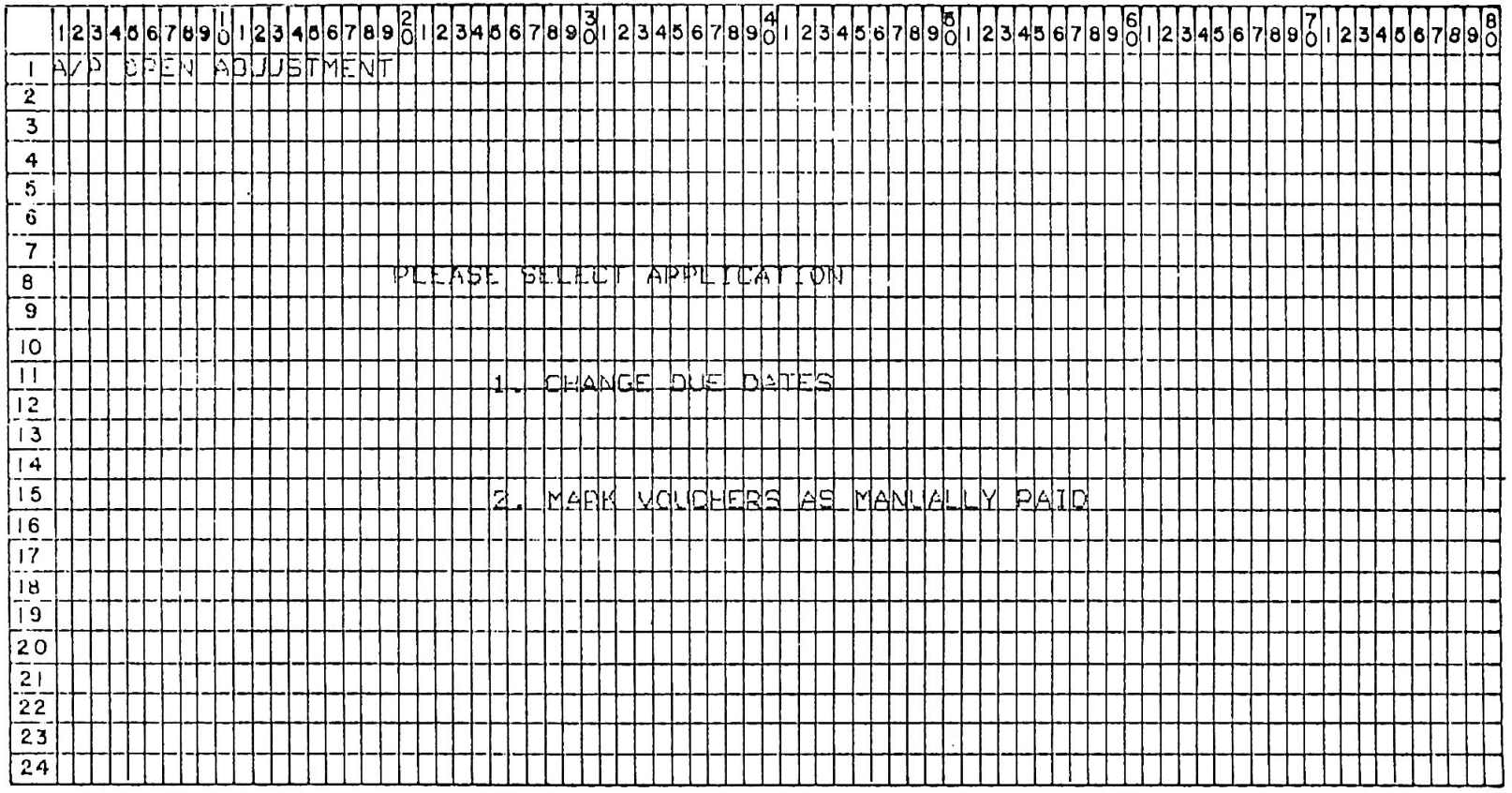
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Open Adjustment**

**Display Screen: 64 X 16**



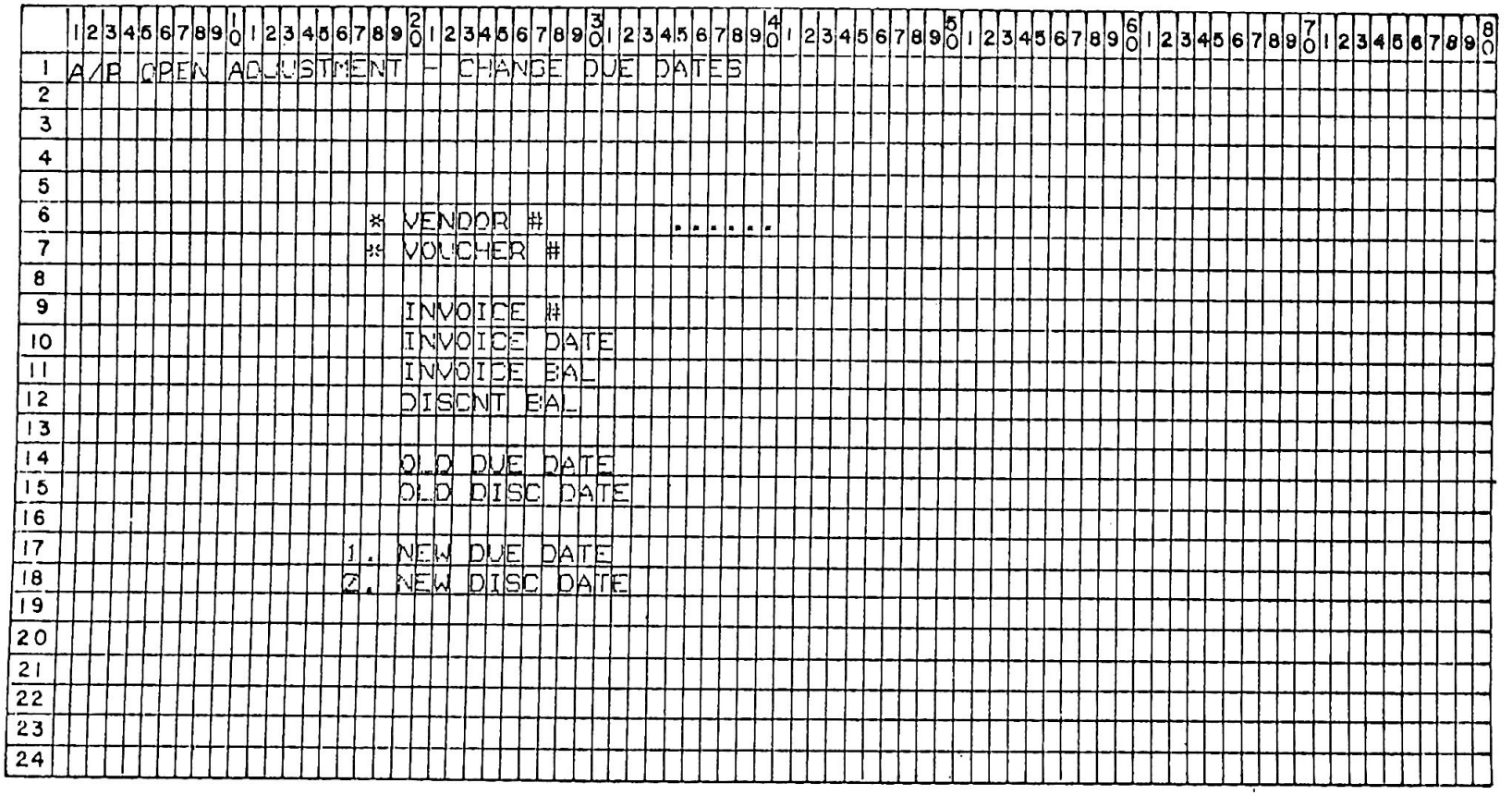
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Open Adjustment**
**Change Due Dates**

**Display Screen: 80 X 24**



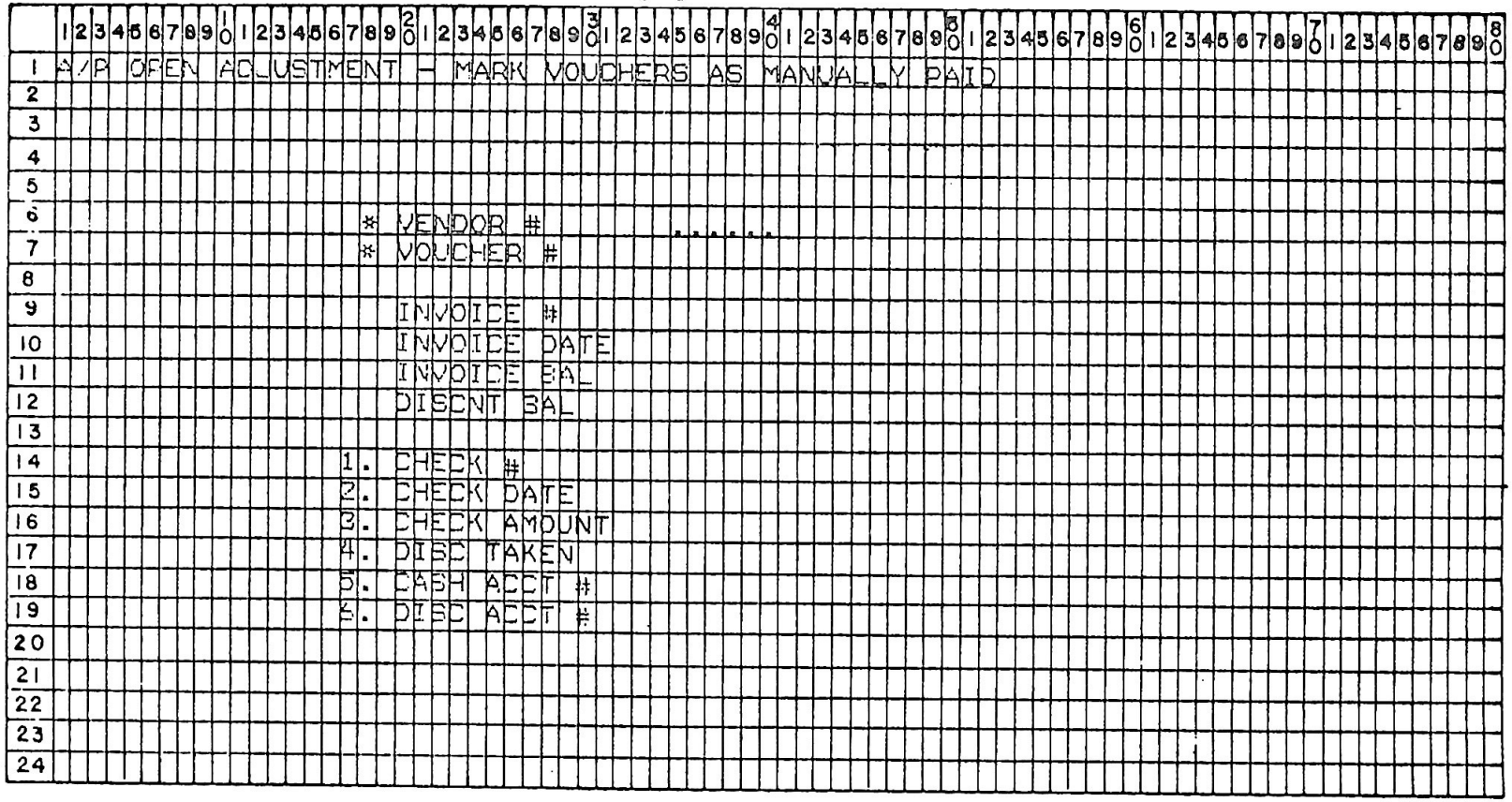
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Open Adjustment**
**Mark Vouchers As Manually Paid**

**Display Screen: 80 X 24**



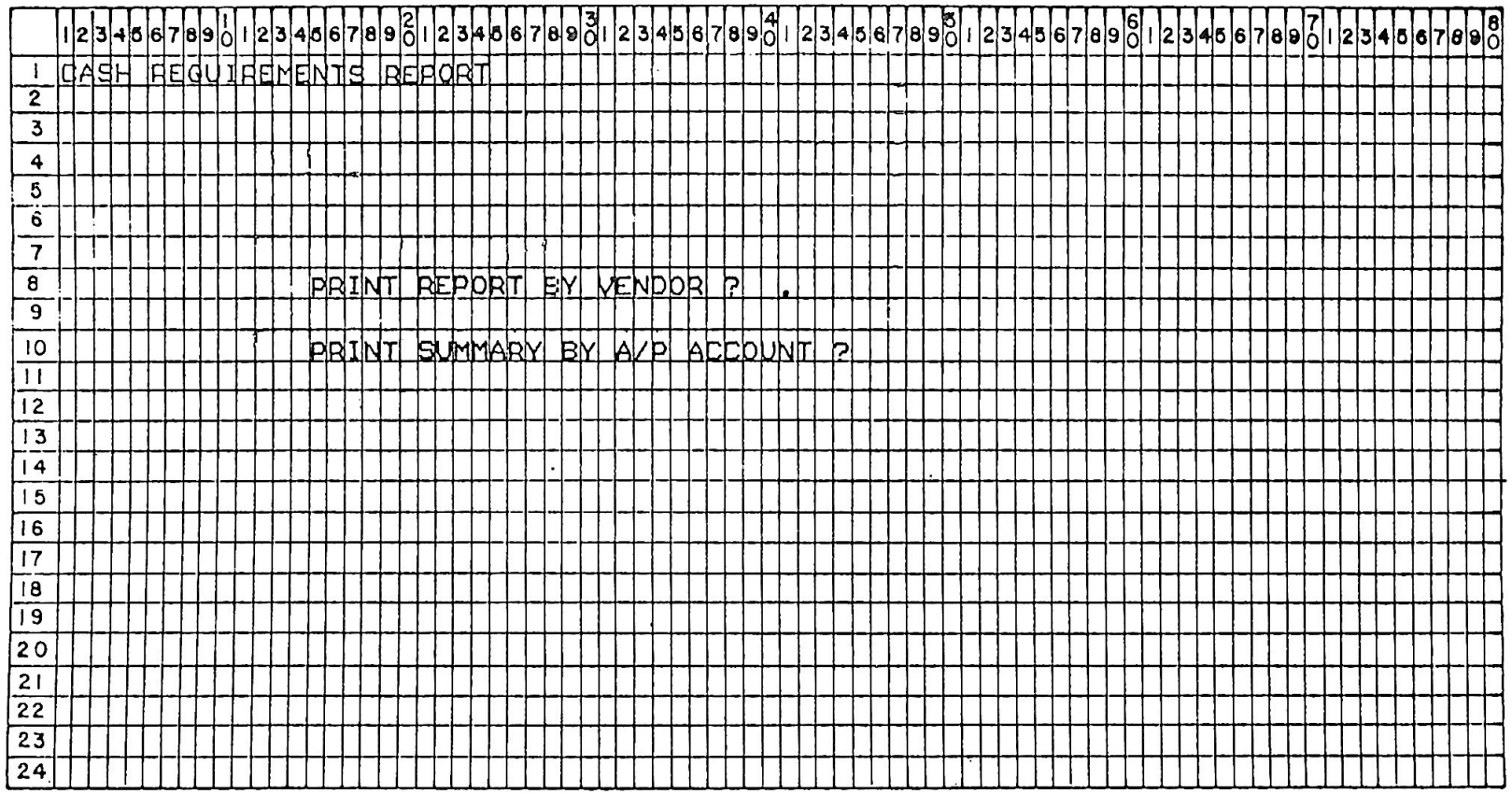
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Cash Requirements Report**

**Display Screen: 64 X 16**



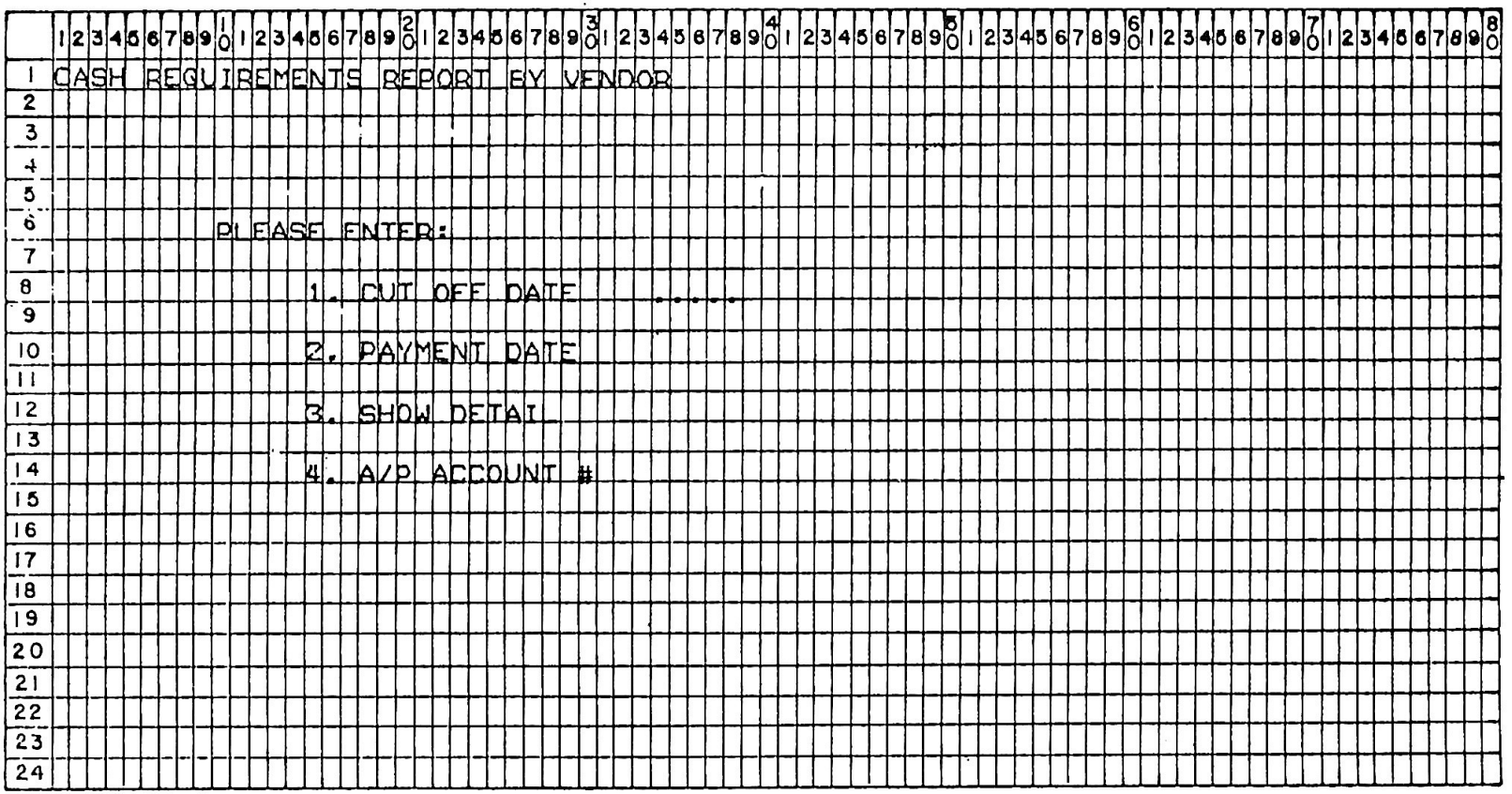
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Cash Requirements Report By Vendor**

**Display Screen: 64 X 16**



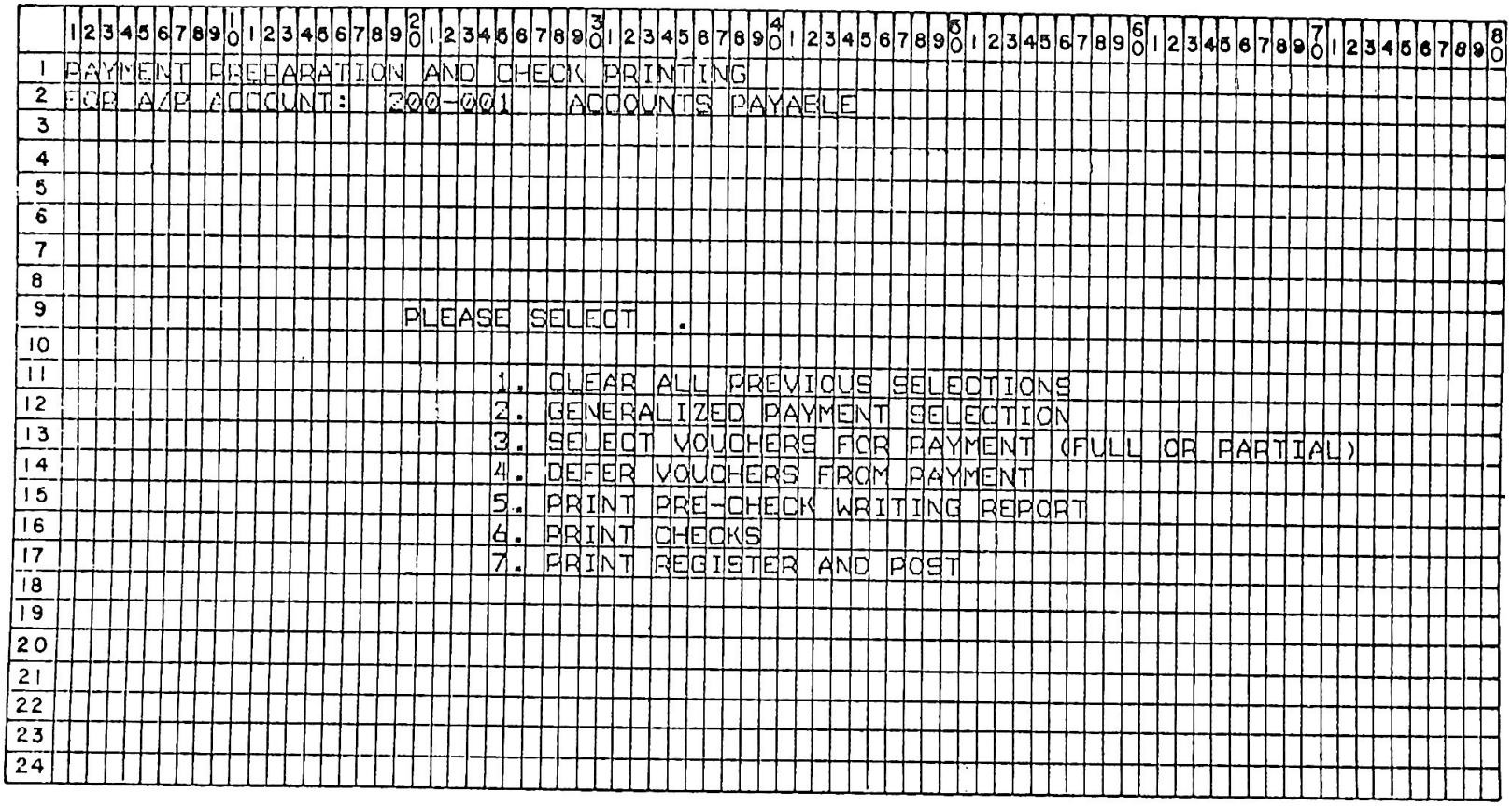
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Payment Preparation and Check Printing**

**Display Screen: 80 X 24**



# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Payment Preparation and Check Printing**
**Clear All Previous Selections**

**Display Screen: 80 X 24**

```
PAYMENT PREPARATION AND CHECK PRINTING - CLEAR ALL PREVIOUS SELECTIONS
FOR A/P ACCOUNT:  200-001   ACCOUNTS PAYABLE


          ARE YOU SURE YOU WANT TO CLEAR ALL PREVIOUS SELECTIONS ?
```

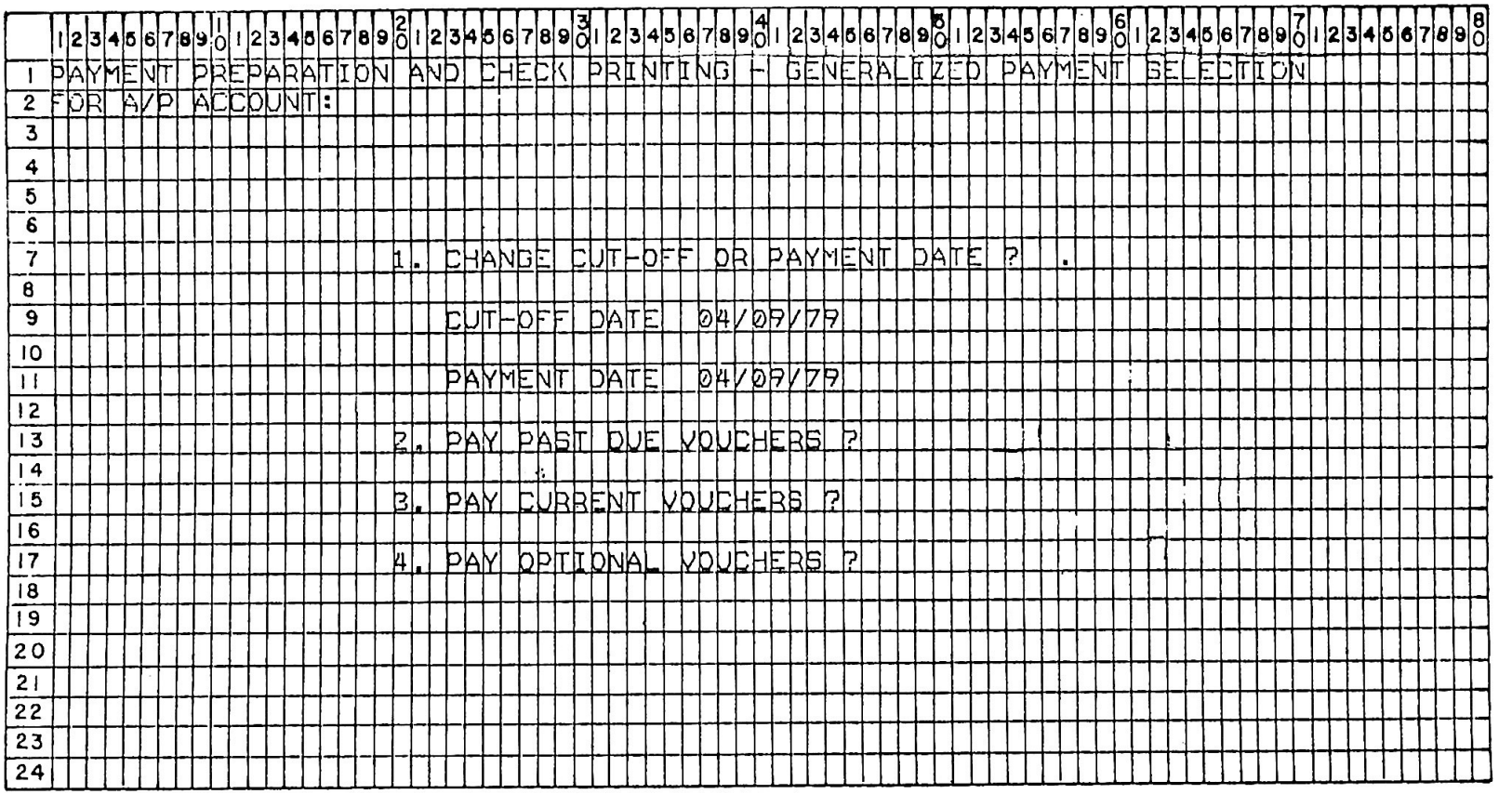
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Payment Preparation and Check Printing**
**Generalized Payment Selection**

**Display Screen: 80 X 24**



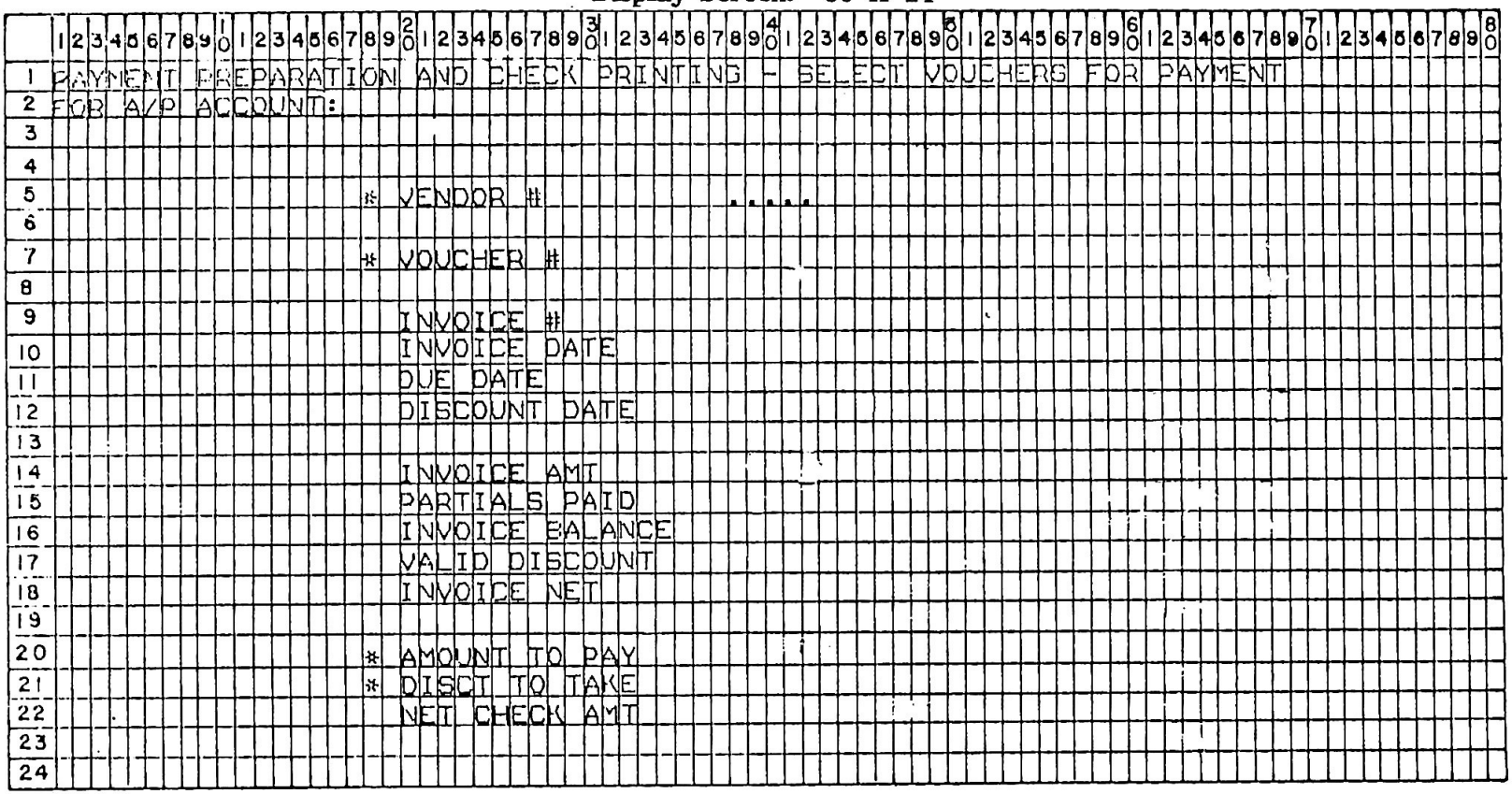
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Payment Preparation and Check Printing**
**Select Vouchers for Payment**

**Display Screen: 80 X 24**



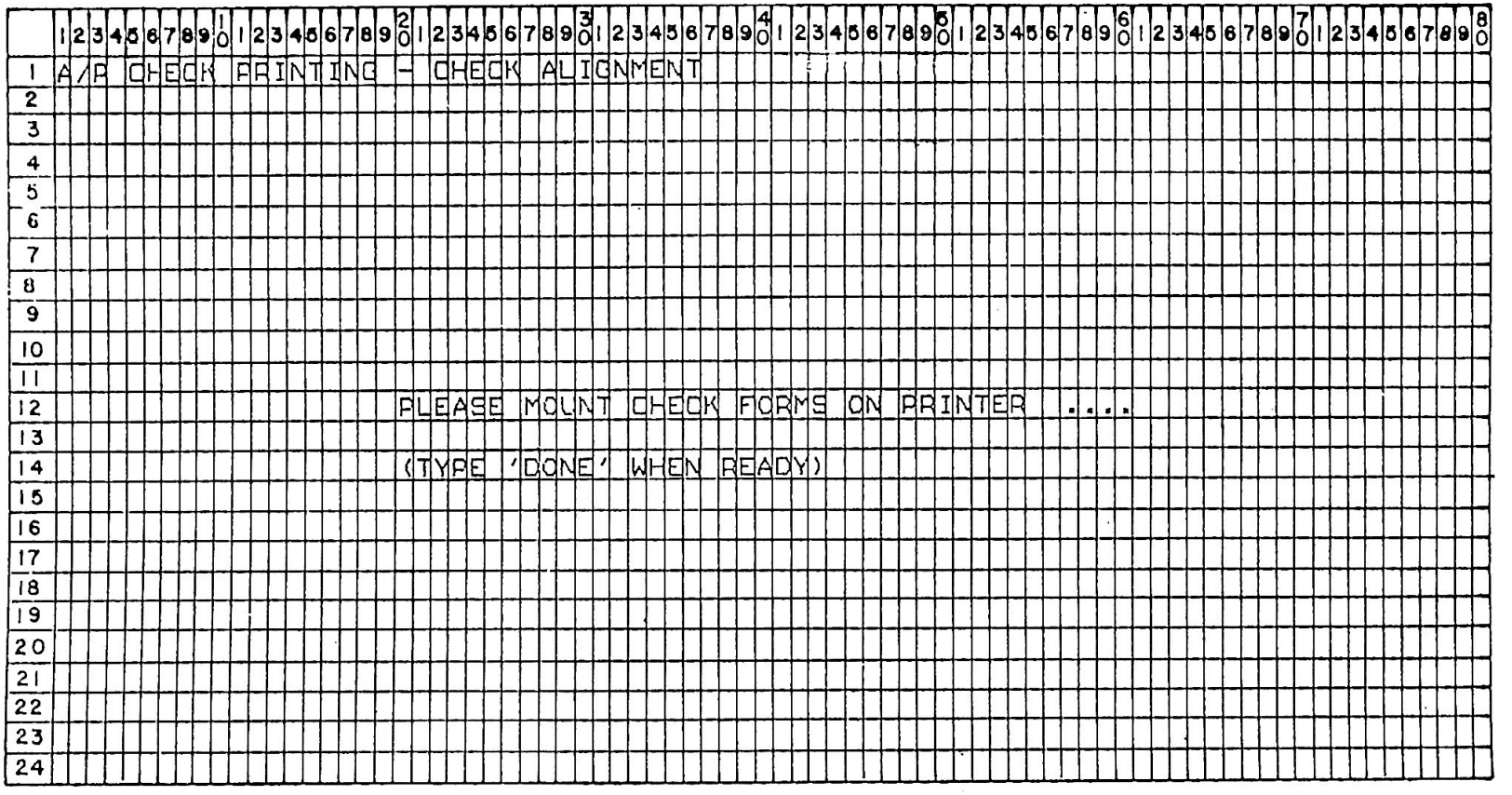
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Check Printing - Check Alignment**

**Display Screen: 64 X 16**



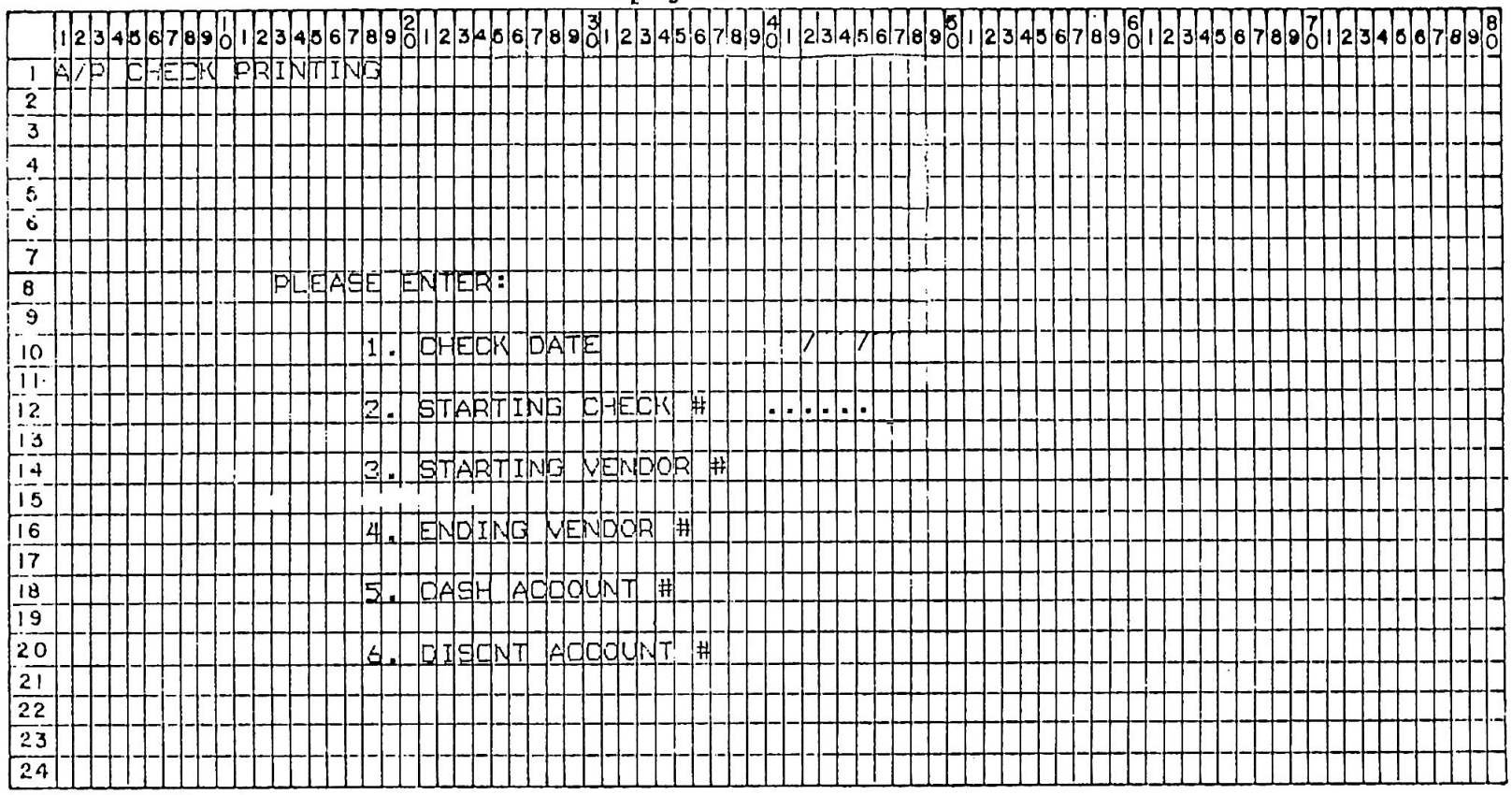
# VIDEO DISPLAY UNIT

## A/P

**A/P Check Printing**

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Display Screen: 64 X 16**



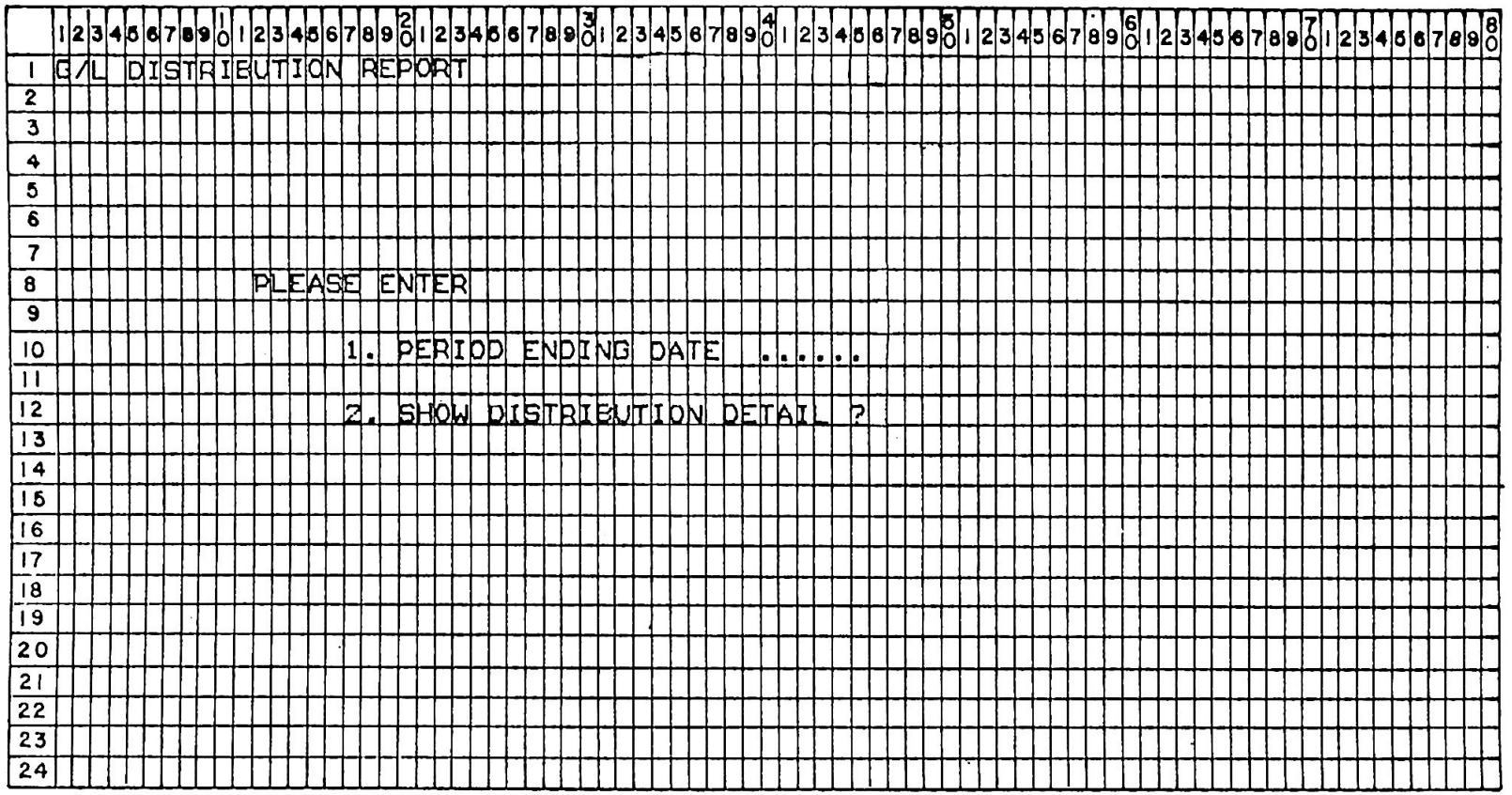
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**G/L Distribution Report**

**Display Screen: 64 X 16**



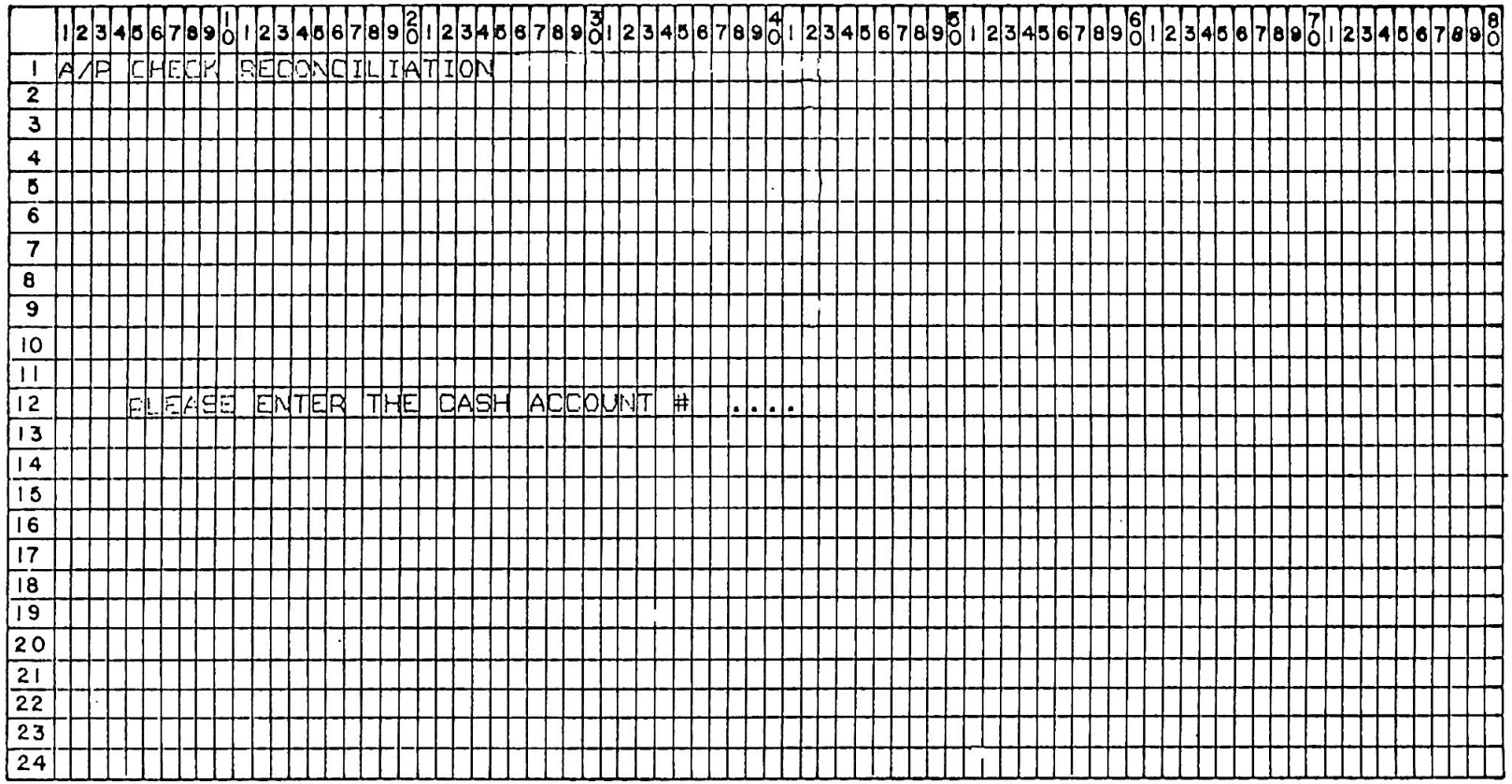
# VIDEO DISPLAY UNIT

## A/P

**A/P Check Reconciliation**

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Display Screen: 64 X 16**



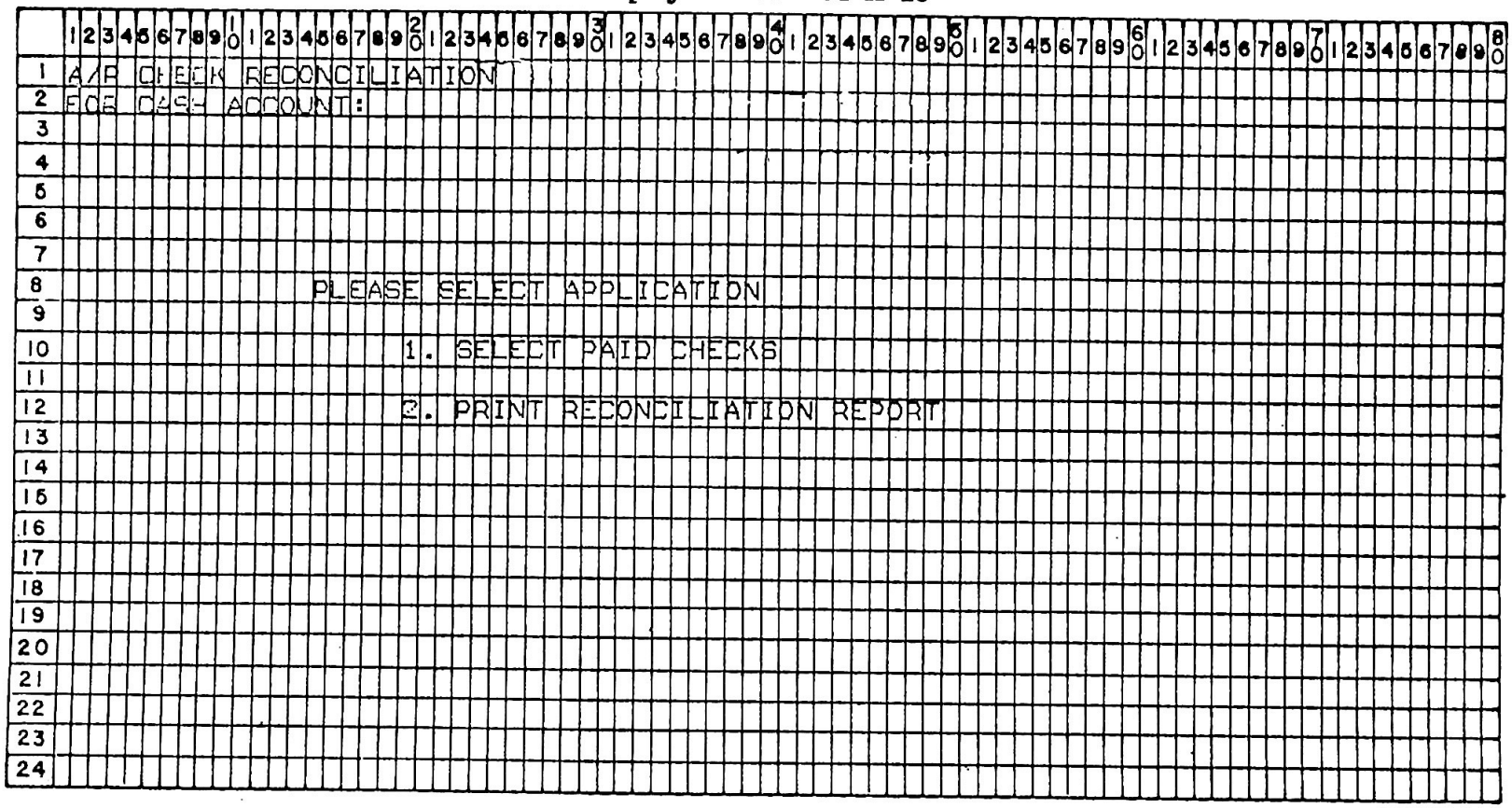
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Check Reconciliation Report**

**Display Screen: 64 X 16**



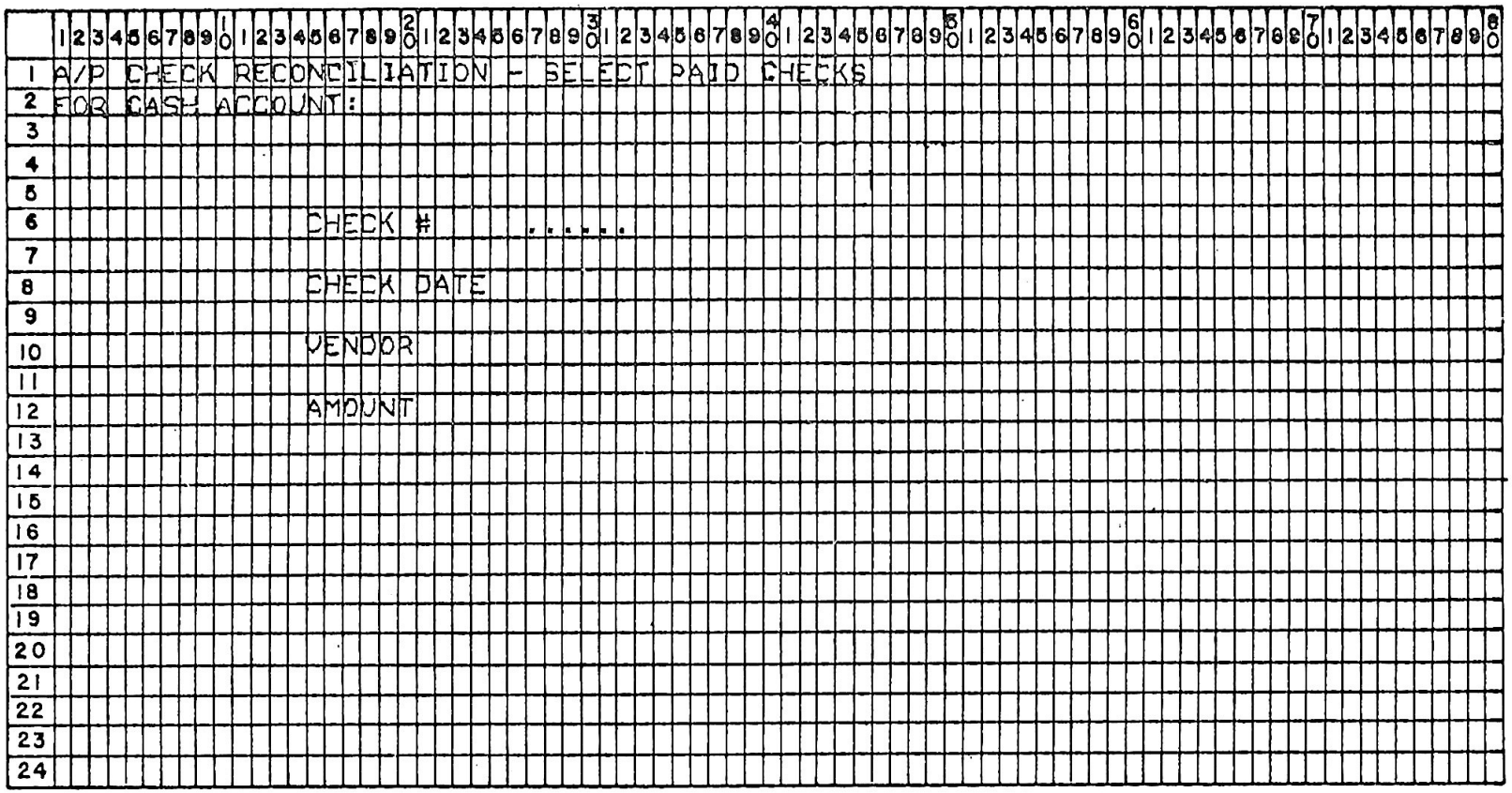
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Check Reconciliation**
**Select Paid Checks**

**Display Screen: 64 X 16**



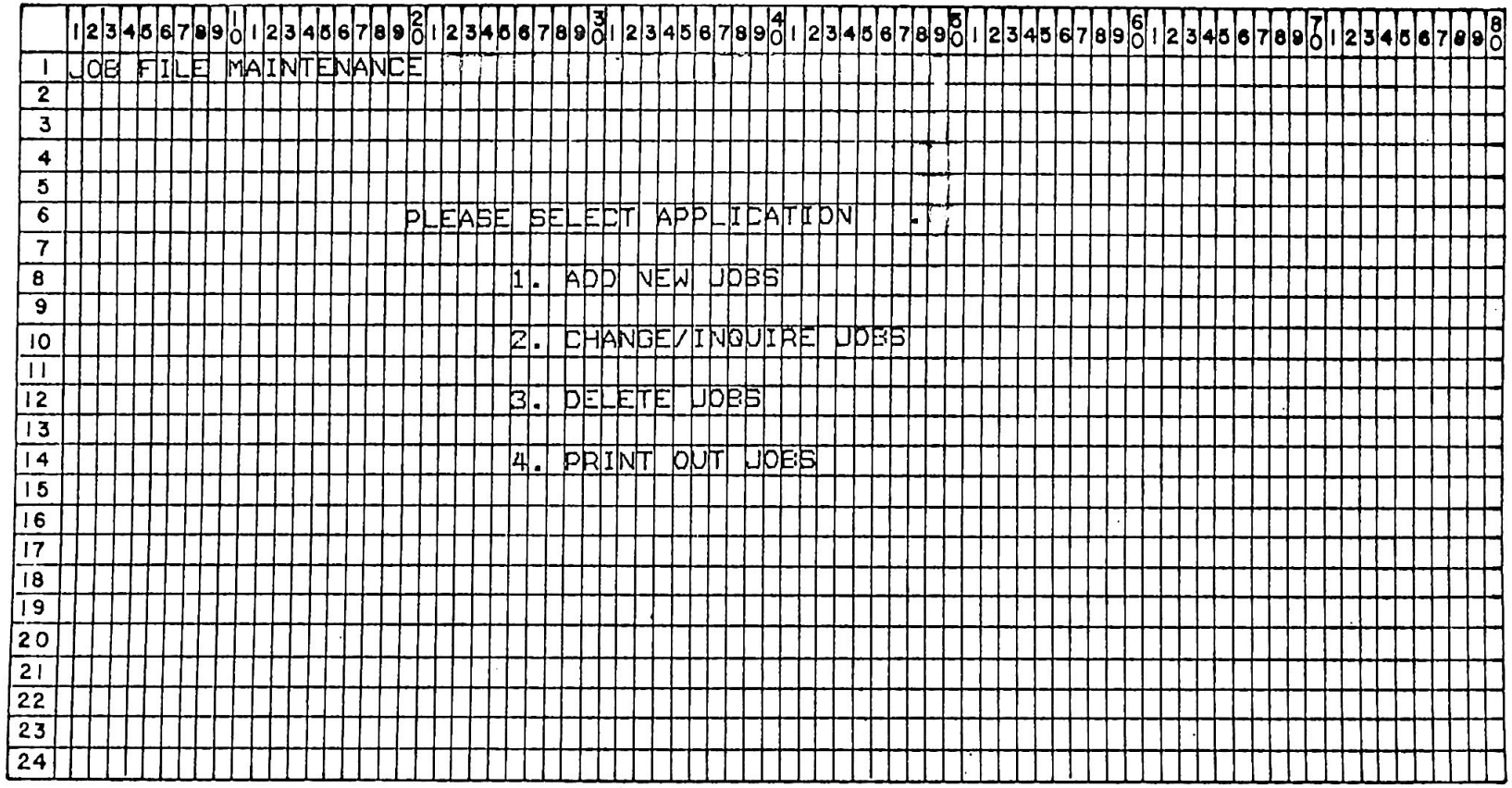
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Job File Maintenance**

**Display Screen: 64 X 16**



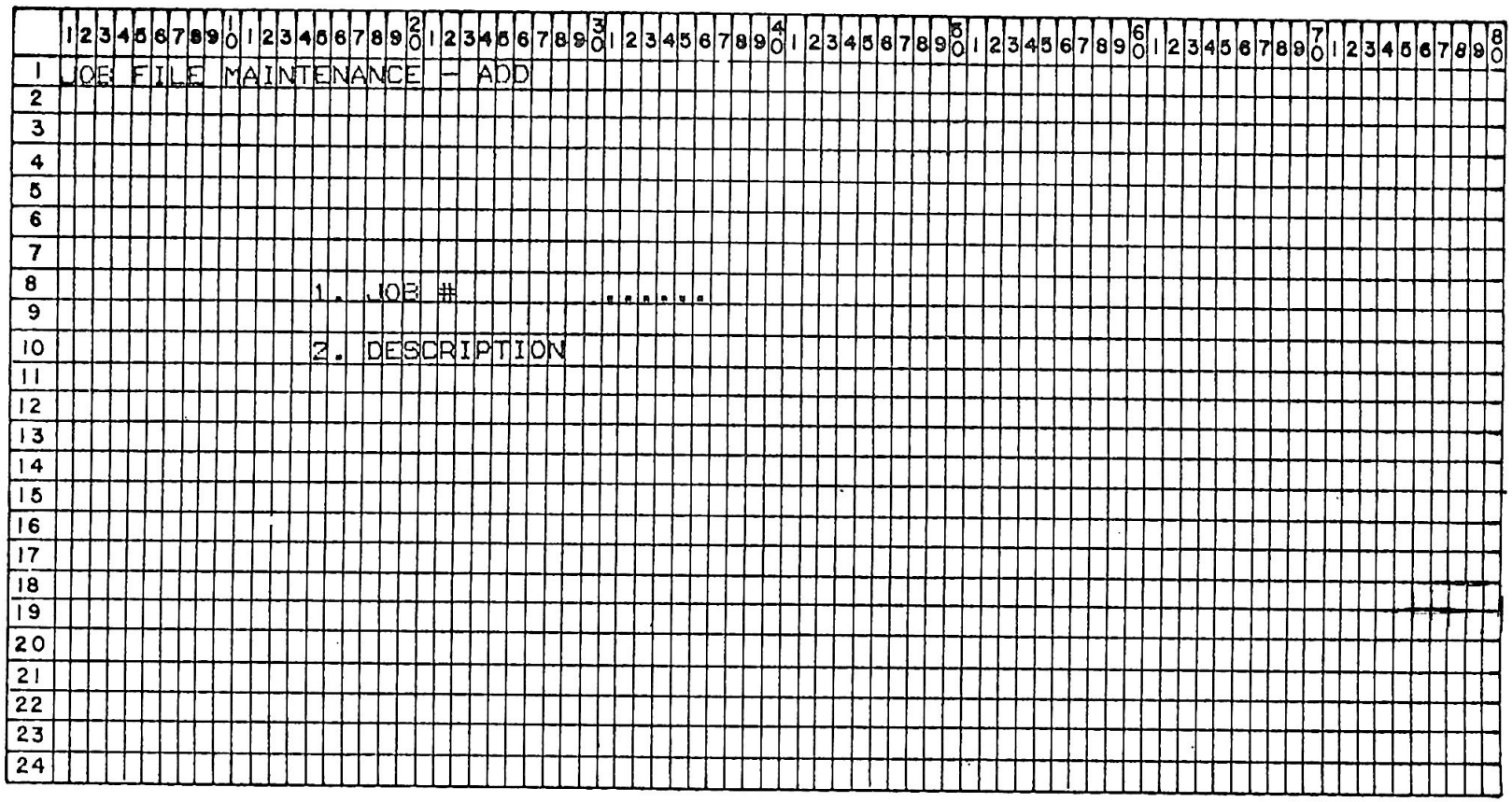
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Job File Maintenance**
**Add**

**Display Screen: 64 X 16**



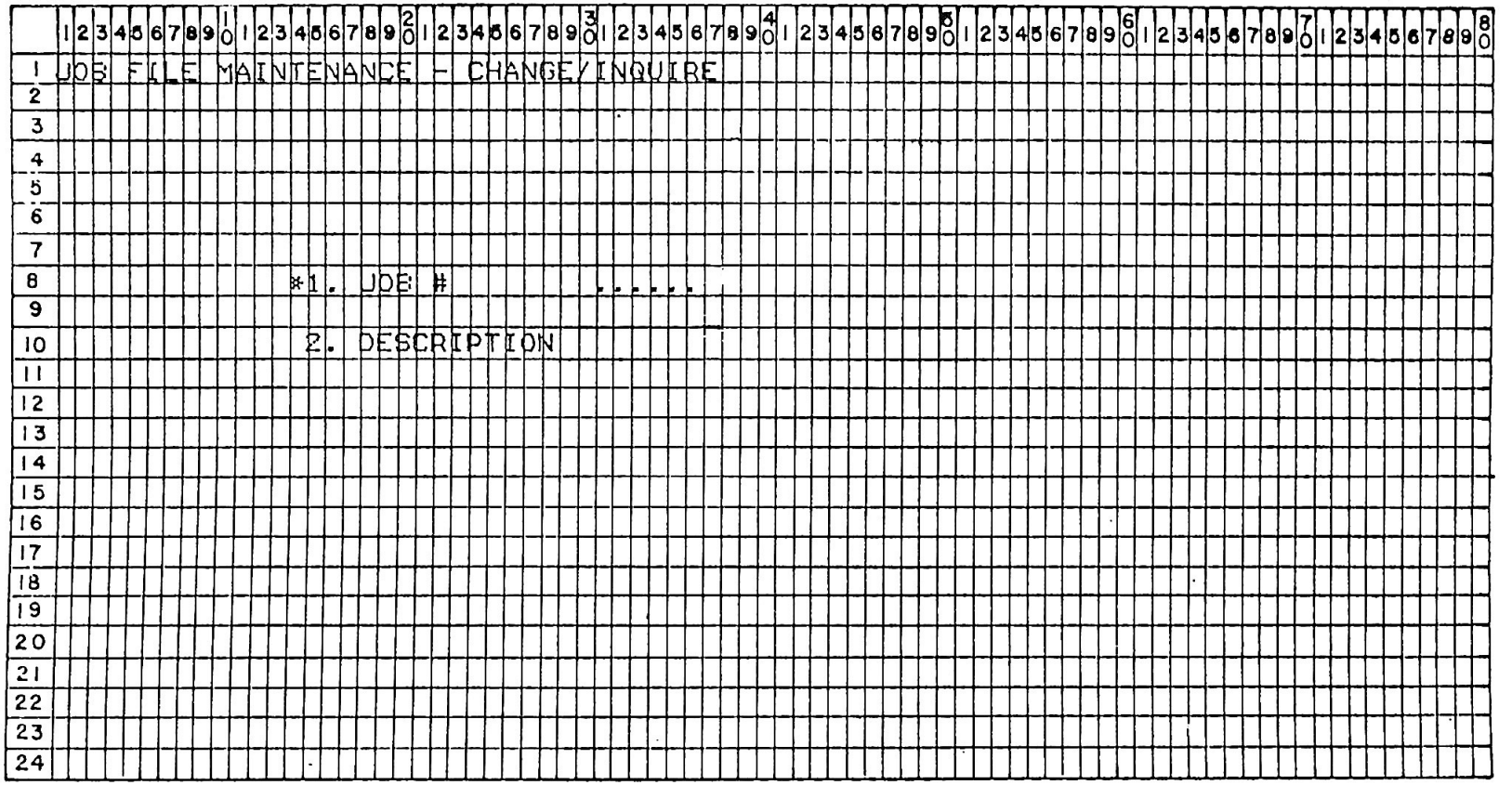
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Job File Maintenance**
**Change/Inquire**

**Display Screen: 64 X 16**



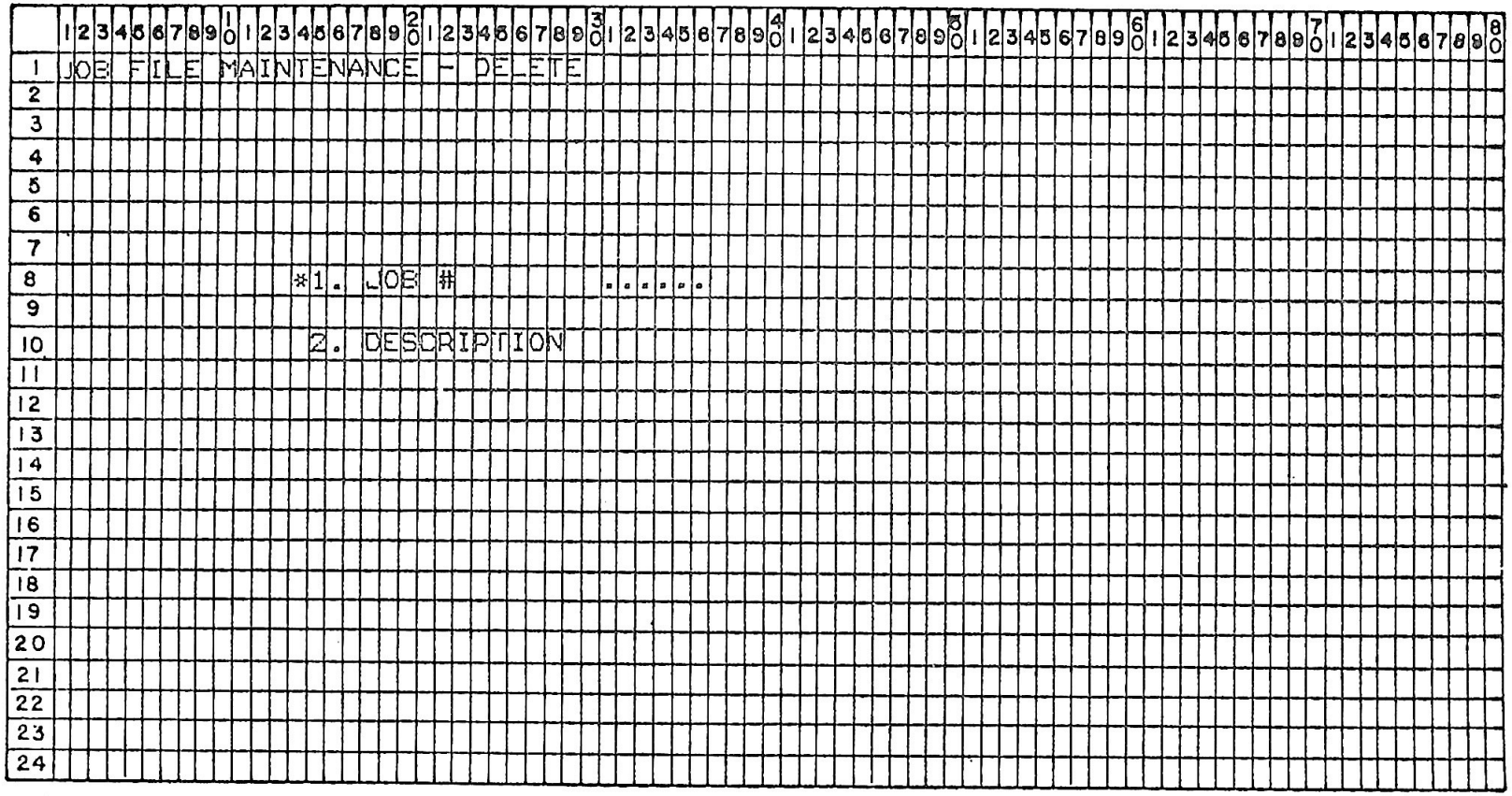
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Job File Maintenance**
**Delete**

**Display Screen: 64 X 16**



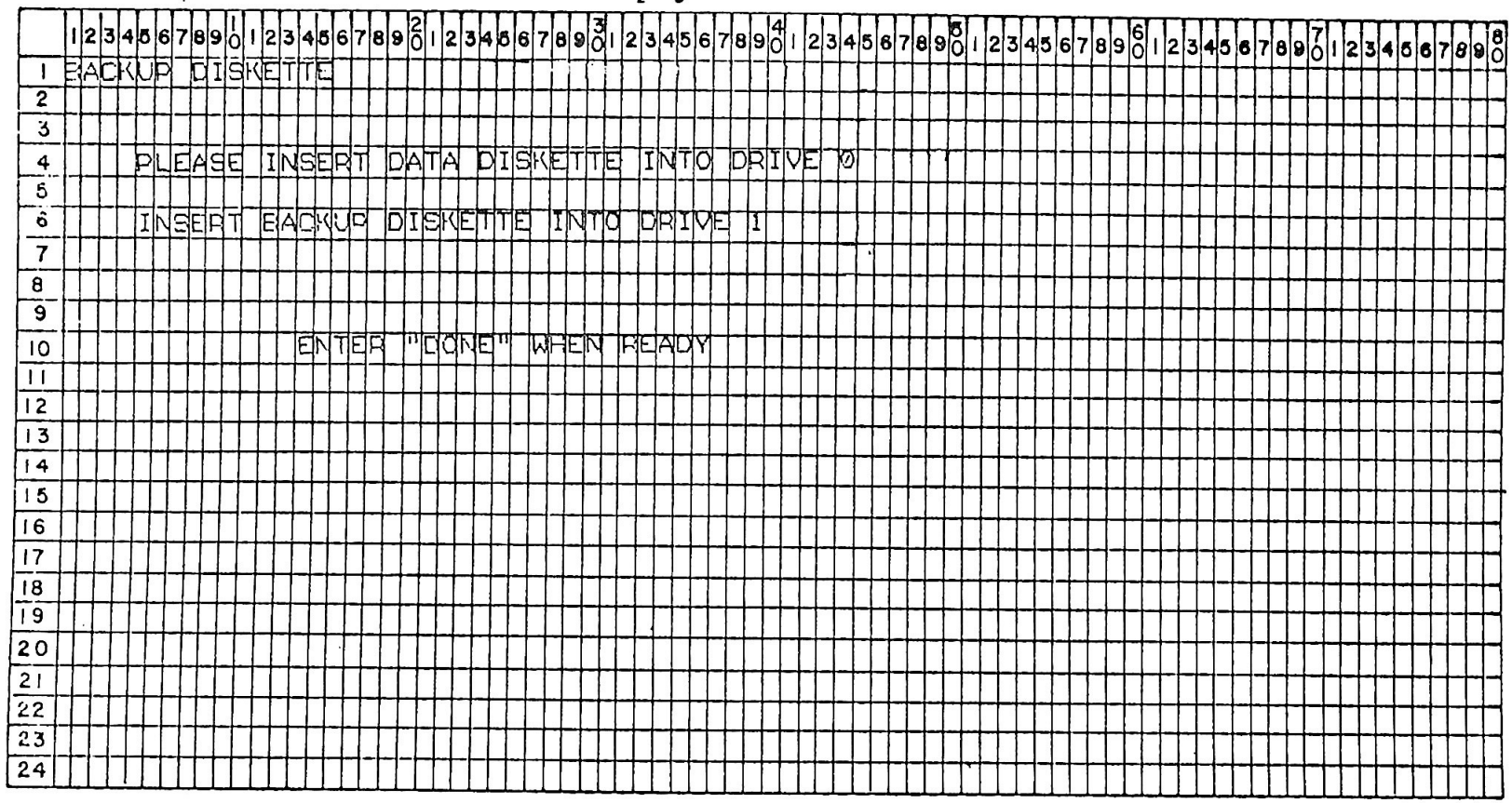
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Backup Diskette**

**Display Screen: 64 X 16**



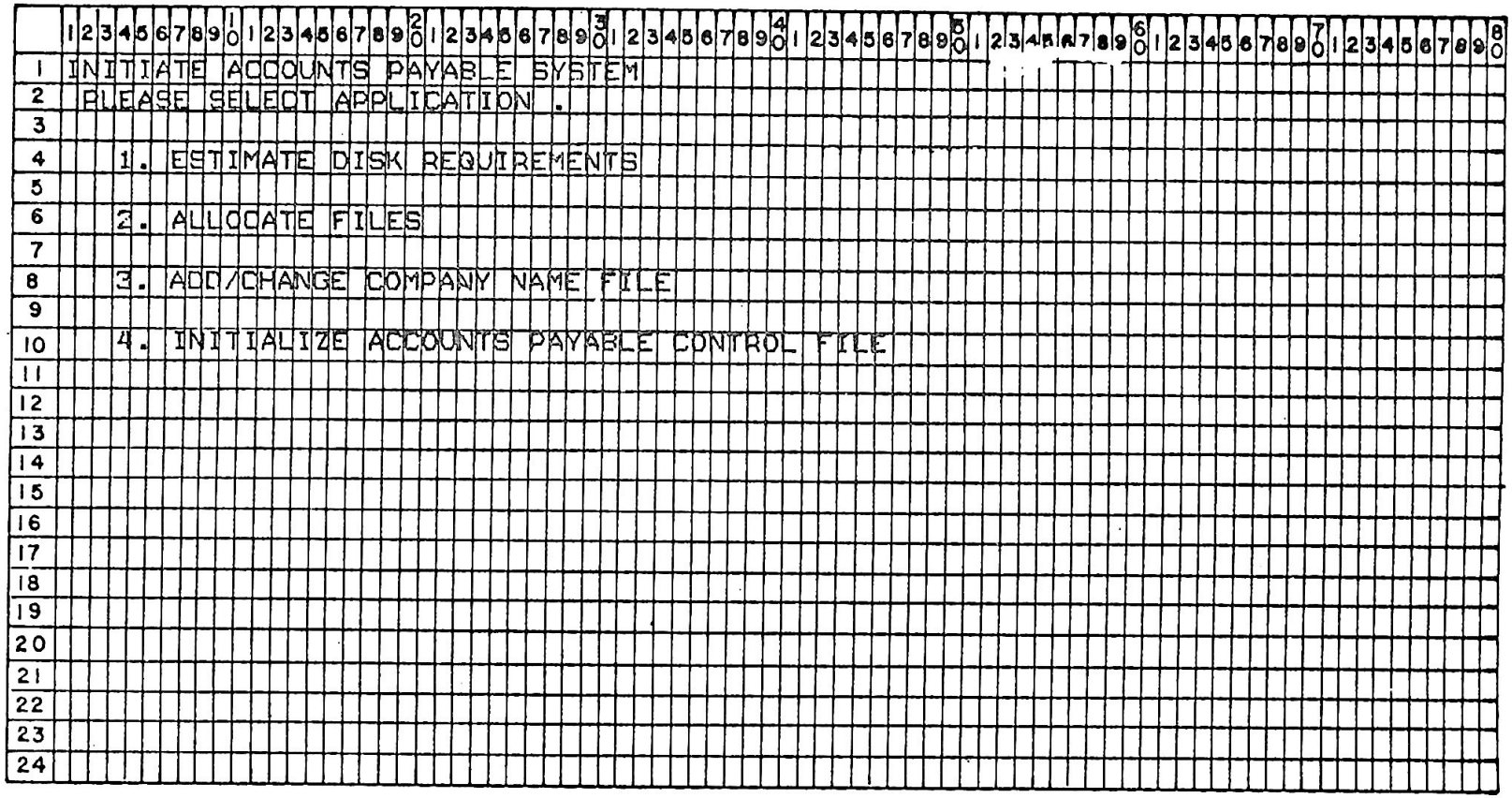
# VIDEO DISPLAY UNIT

## A/P

**D-Basic**
**Release: 001**
**Date: 2/01/79**

**Initiate Accounts Payable System**

**Display Screen 64 X 16**



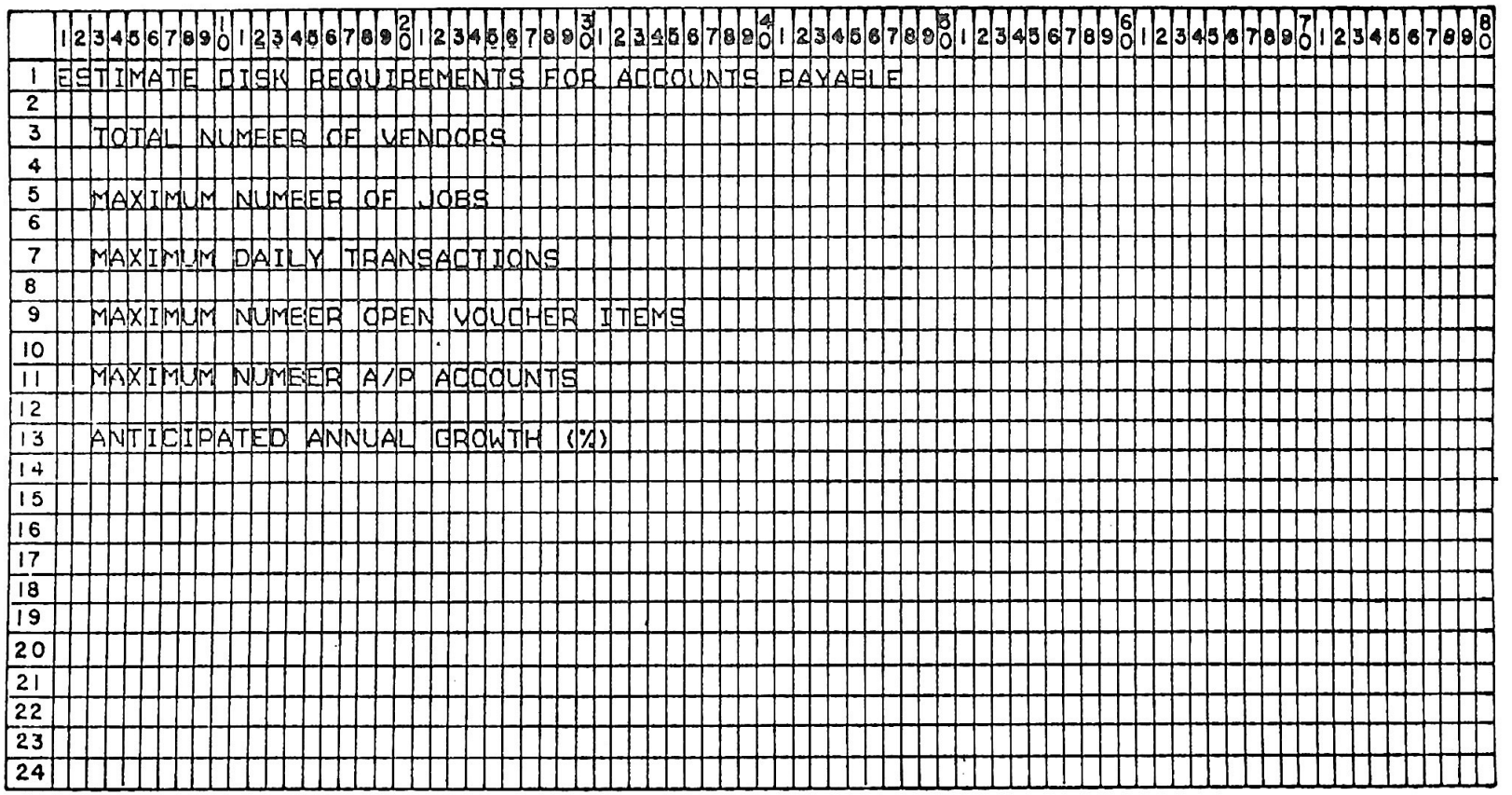
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Estimate Disk Requirements**
**For Accounts Payable**

**Display Screen: 64 X 16**



# VIDEO DISPLAY UNIT

## A/P

**D-Basic**
**Release: 001**
**Date: 2/01/79**

**Display Screen: 64 X 16**

**Disk Requirements**
**Number of Blocks**

```
DISK REQUIREMENTS

NUMBER OF BLOCKS
          YEAR1     YEAR2     YEAR3     YEAR4     YEAR5

UNIT 1     486       525       573       624       681

DO YOU WISH TO INPUT NEW COUNTS? Y/N  ?
```

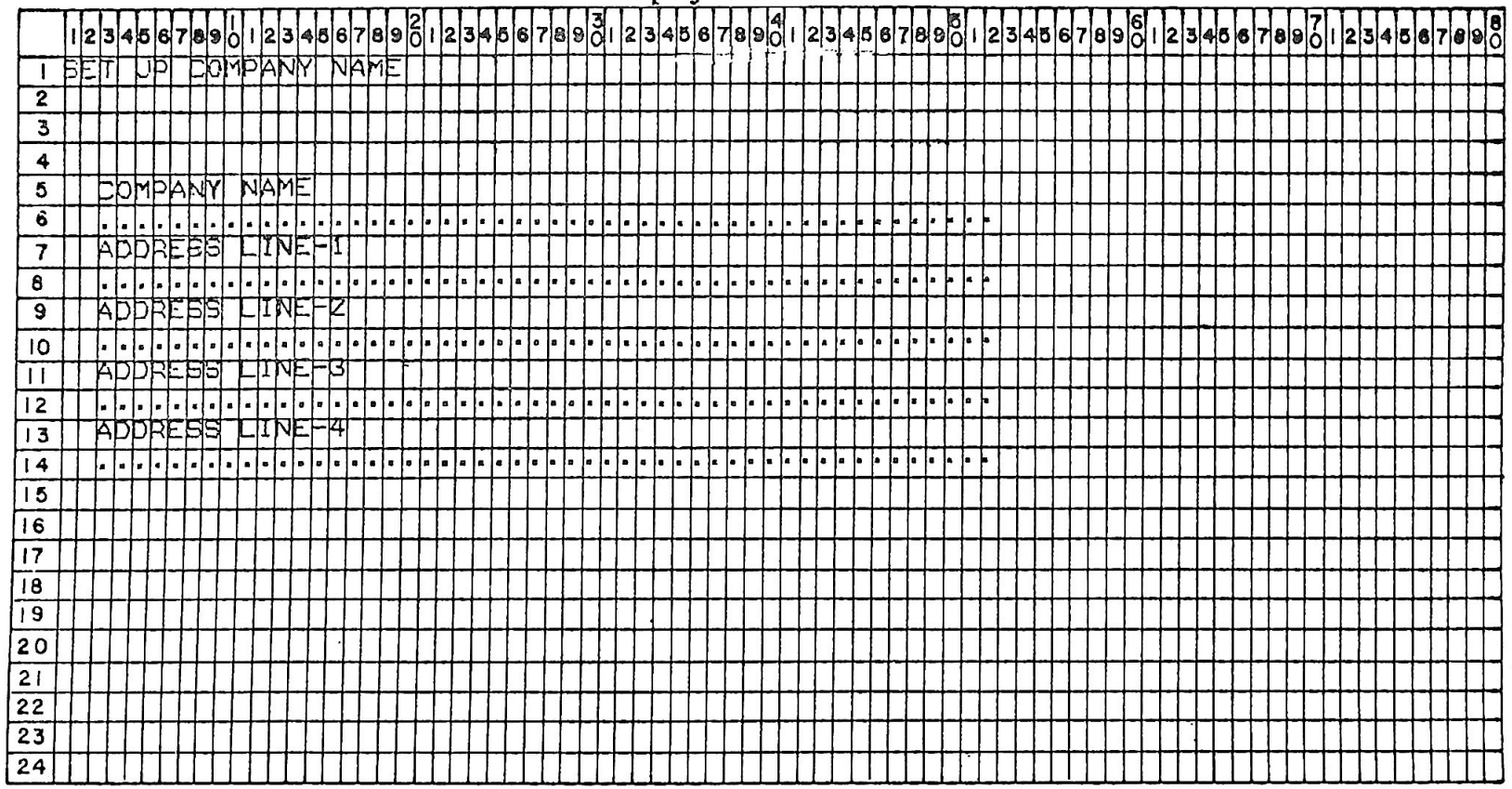
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**Set Up Company Name**

**Display Screen: 64 X 16**



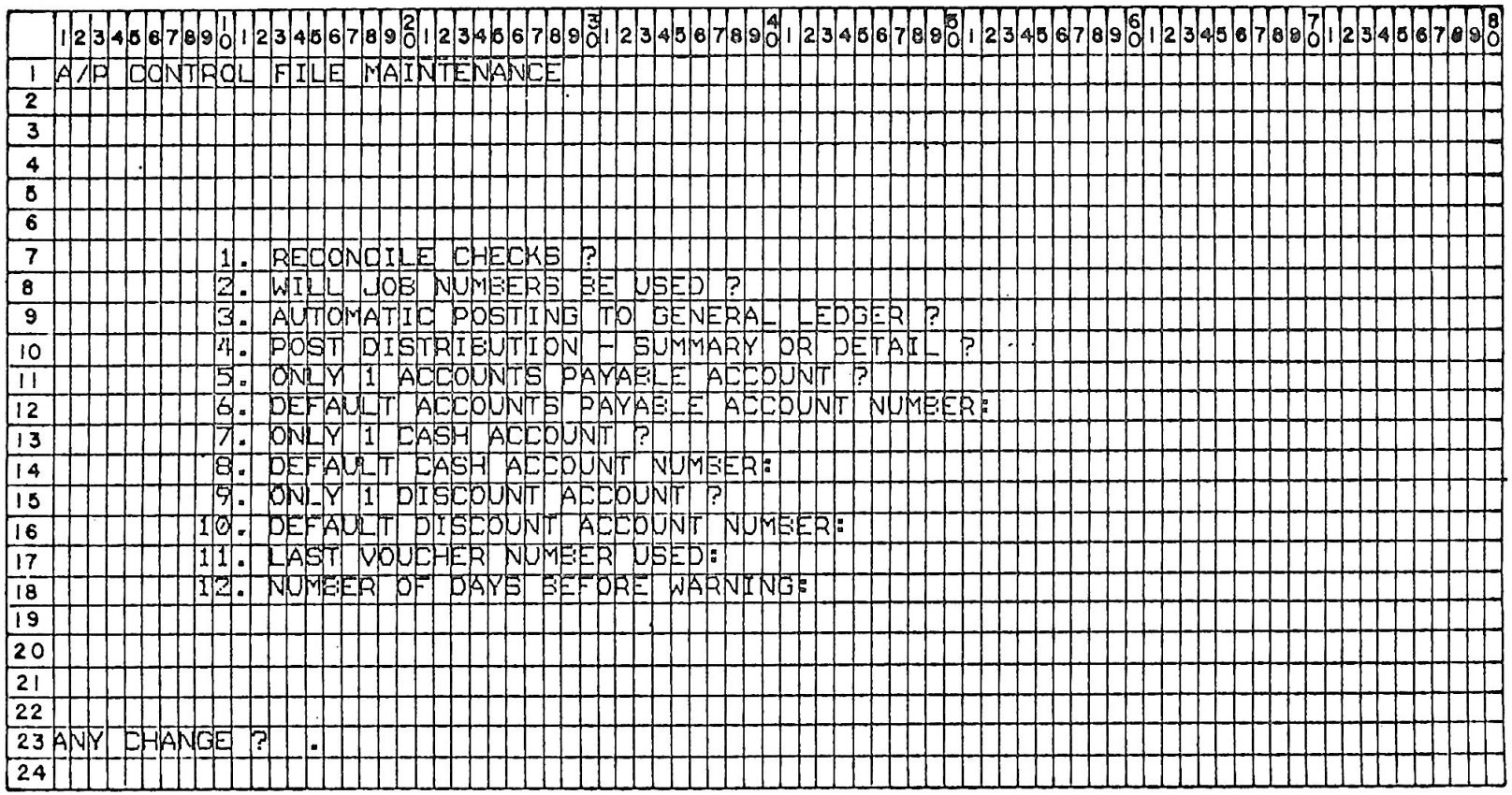
# VIDEO DISPLAY UNIT

## A/P

**D-BASIC:**
**Release: 001**
**Date: 2/01/79**

**A/P Control File Maintenance**

**Display Screen: 80 X 24**



# SECTION 8
# REPORT FORMATS

# SECTION VIII

# REPORT FORMATS

CONTENTS


A/P Distribution Accounts List . . . . . 1

Vendor File Print Out . . . . . 2

Alphabetical Vendor List . . . . . 3

New A/P Transaction Register . . . . . 4

A/P Open Item Aging Report by Vendor . . . . . 5

Aging Summary by A/P Account . . . . . 6

Cash Requirements Report by Vendor . . . . . 7

Cash Requirements Report by A/P Account . . . . . 8

Pre-Check Writing Report . . . . . 9

A/P Check . . . . . 10

A/P Check Register . . . . . 11

A/P General Ledger Distribution Report . . . . . 12

A/P General Ledger Distribution Report

Optional Detail Format . . . . . 13

A/P Period Summary . . . . . 14

Vendor Analysis Report . . . . . 15

A/P Check Reconciliation Report . . . . . 16

Job File List . . . . . 17

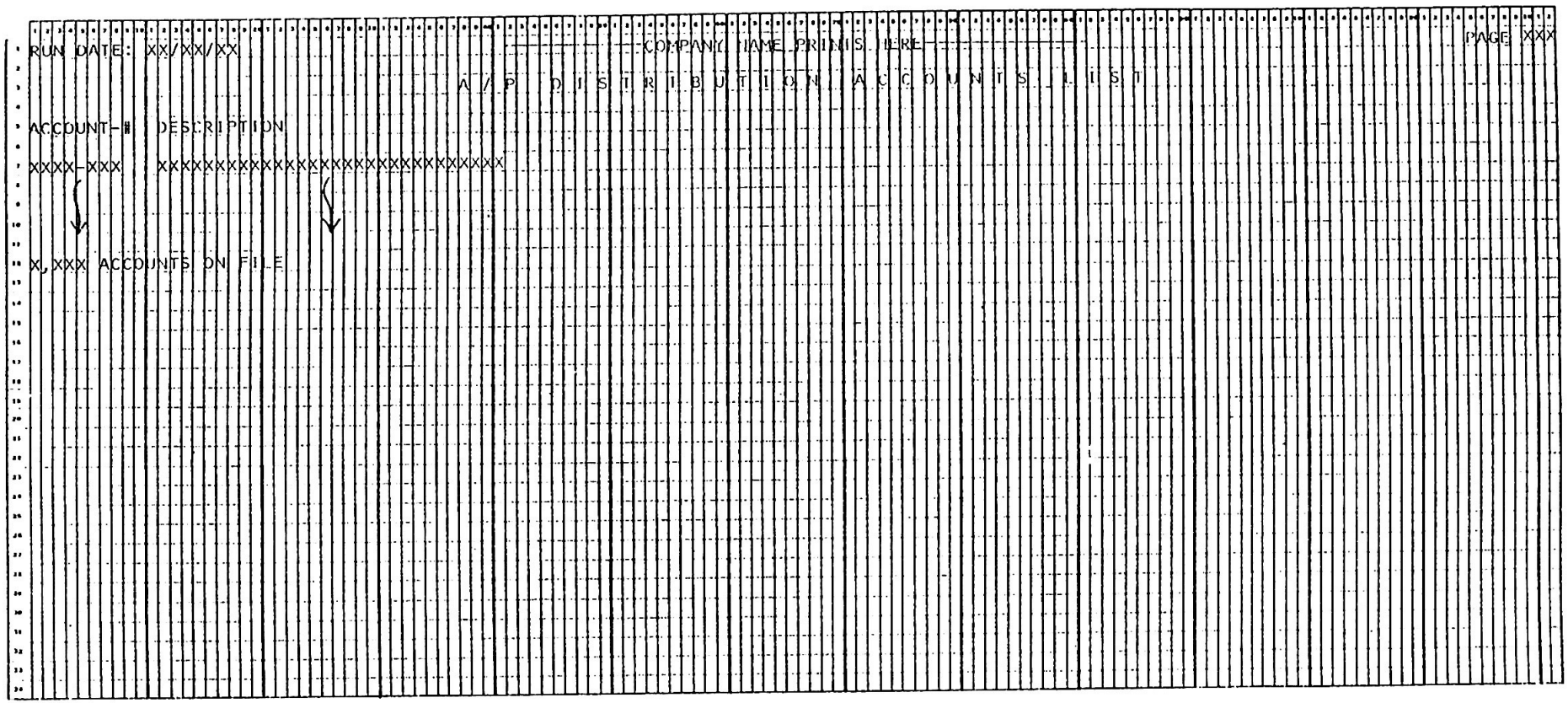
Job Distribution Report . . . . . 18

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**A/P Distribution Accounts List**



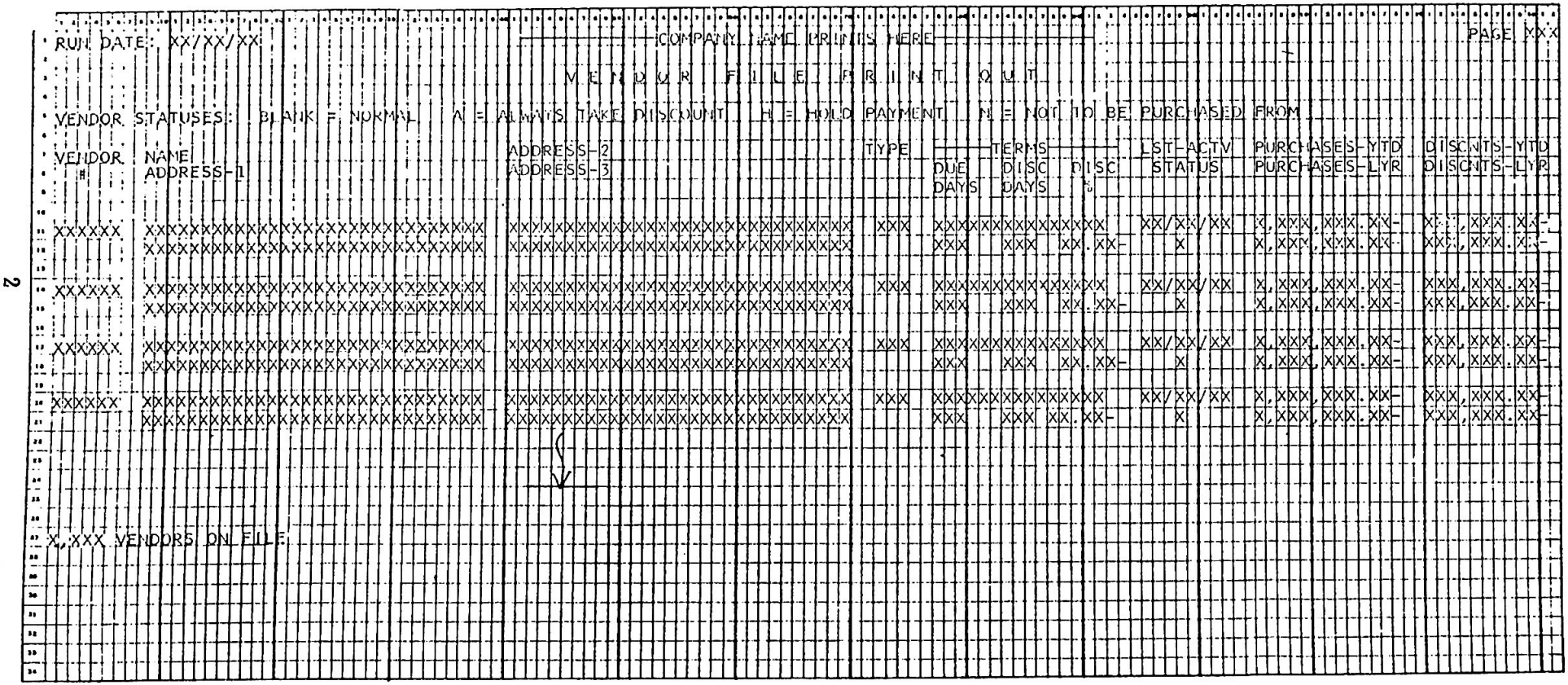

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Vendor File Print Out**



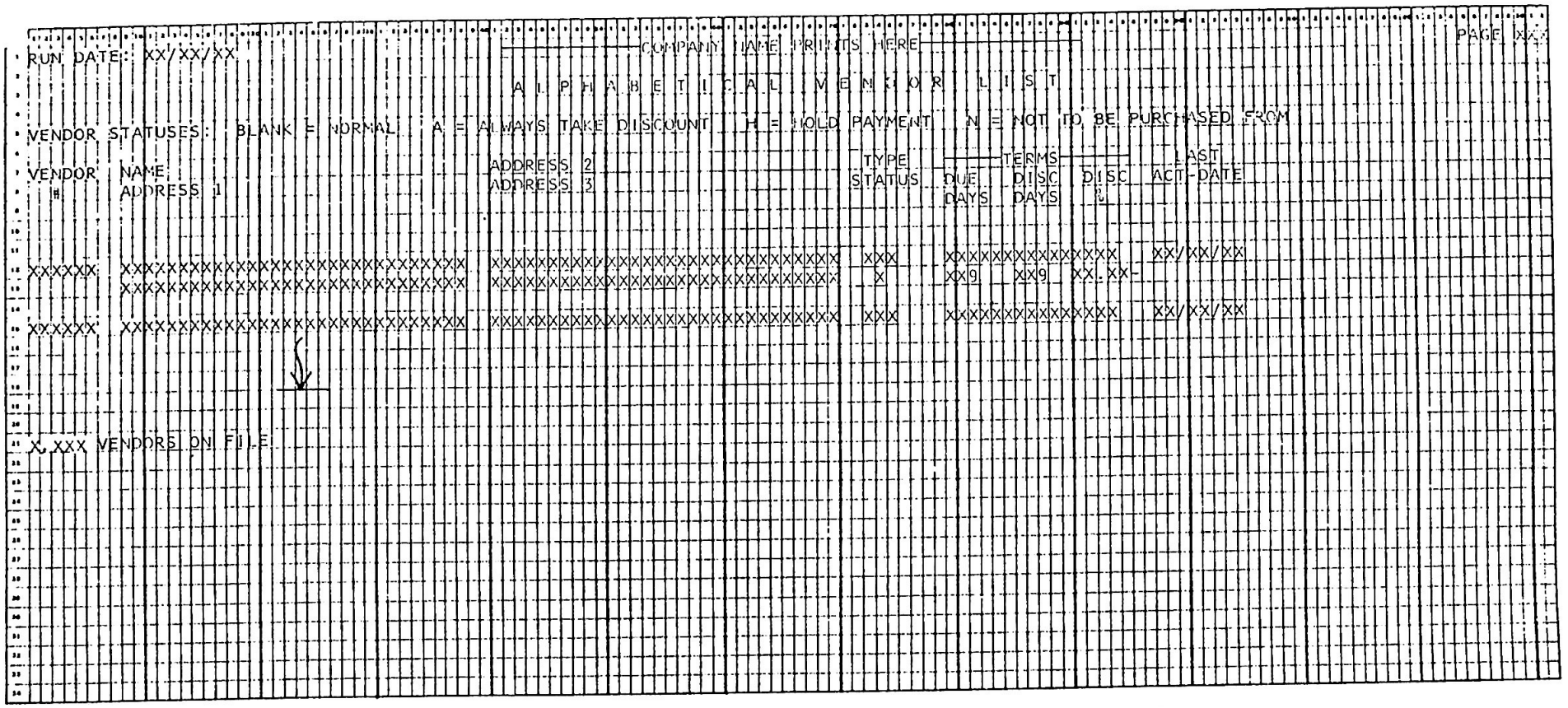

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Alphabetical Vendor List**



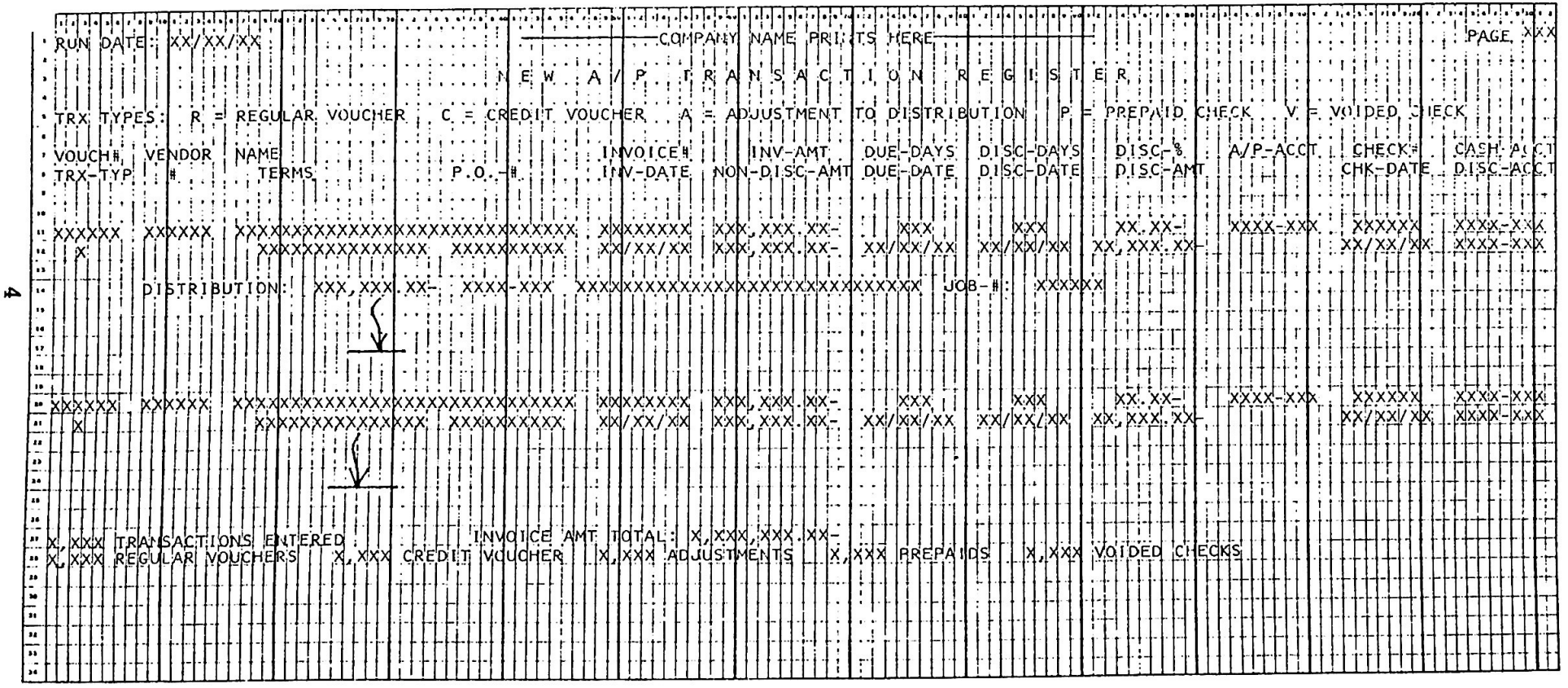

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**New A/P Transaction Register**



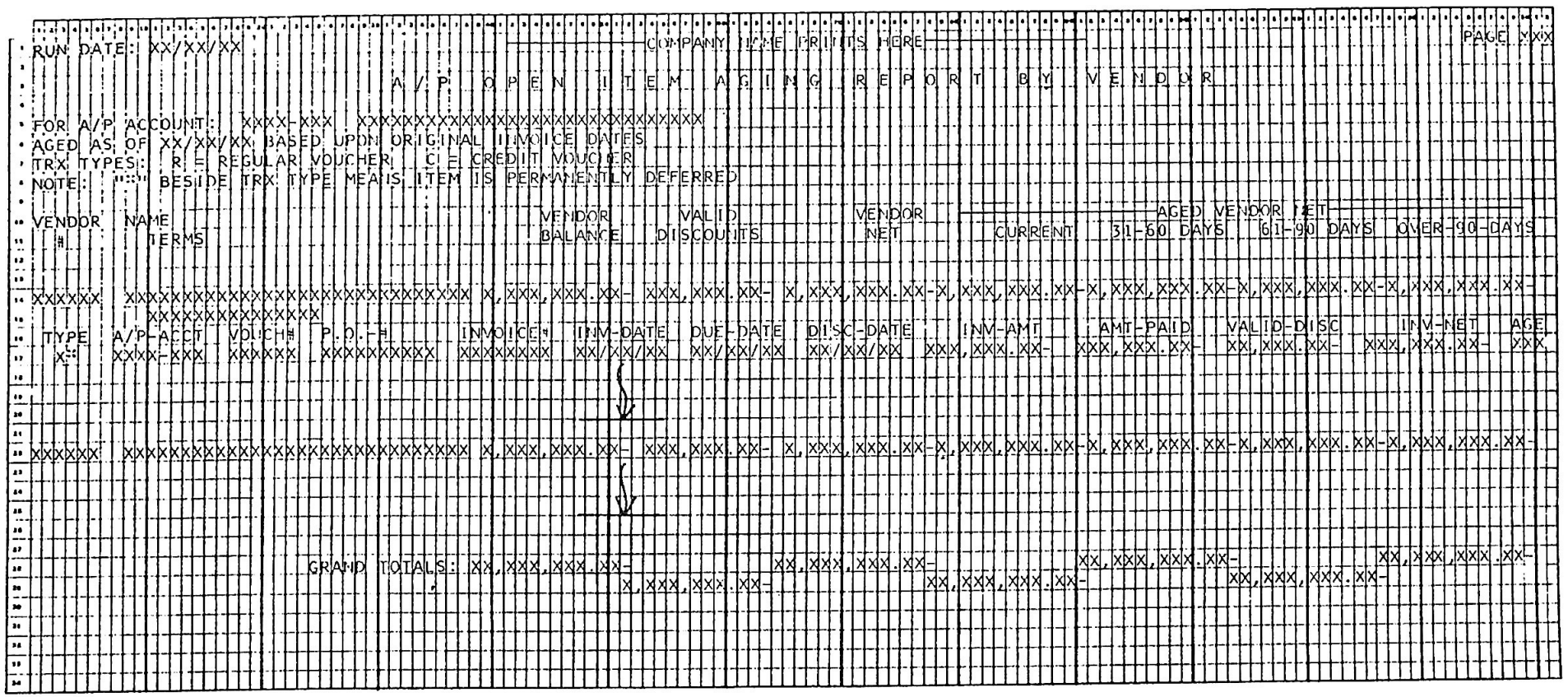

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**A/P Open Item Aging Report**
**By Vendor**



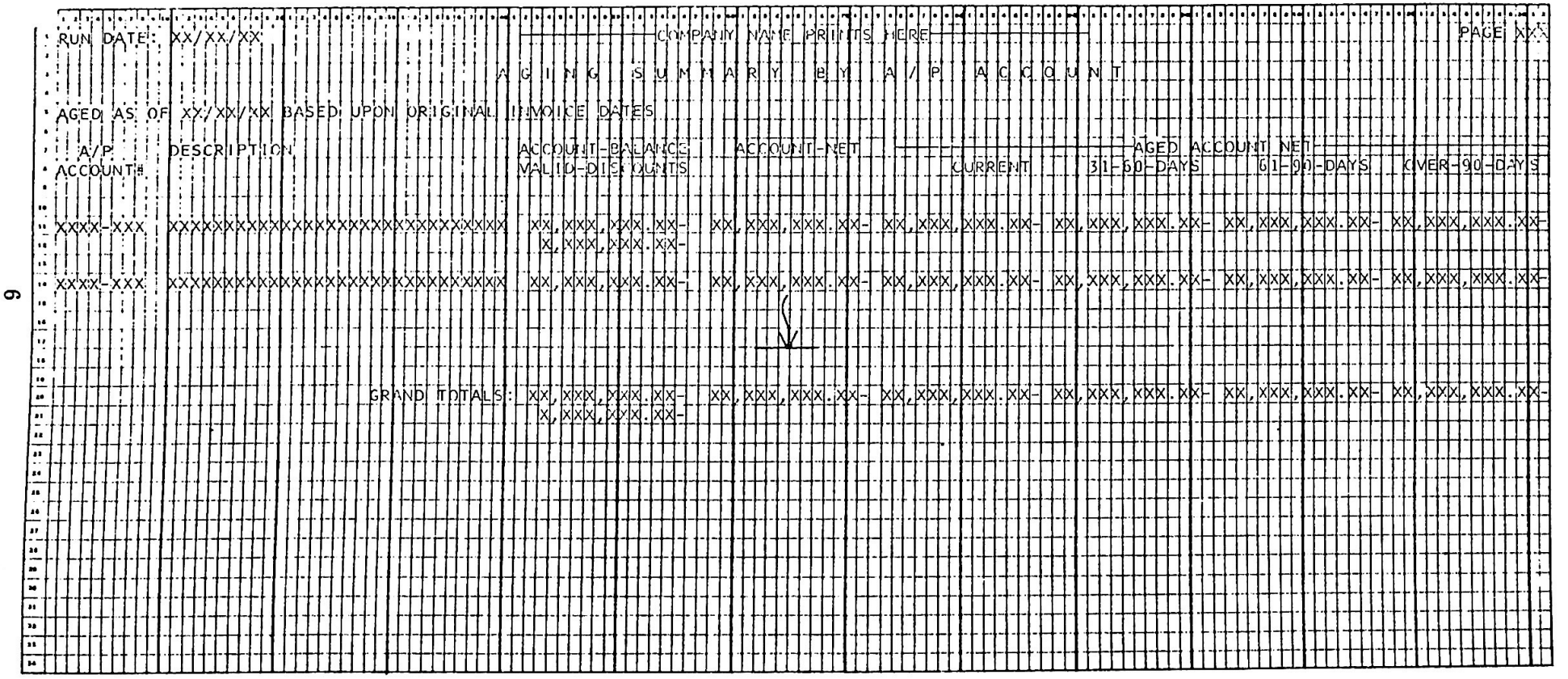

REMARKS ACCOUNT # LEGEND ONLY PRINTS IF USER HAS MORE THAN ONE A/P ACCOUNT. IF MORE THAN ONE A/P ACCOUNT AND "ALL" IS SELECTED, LEGEND READS "FOR ALL A/P ACCOUNTS". IF VENDOR = HOLD PAYMENT, PRINT ":" NEXT TO TRX FOR EACH VOUCHER FOR THAT VENDOR.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Aging Summary By A/P Account**



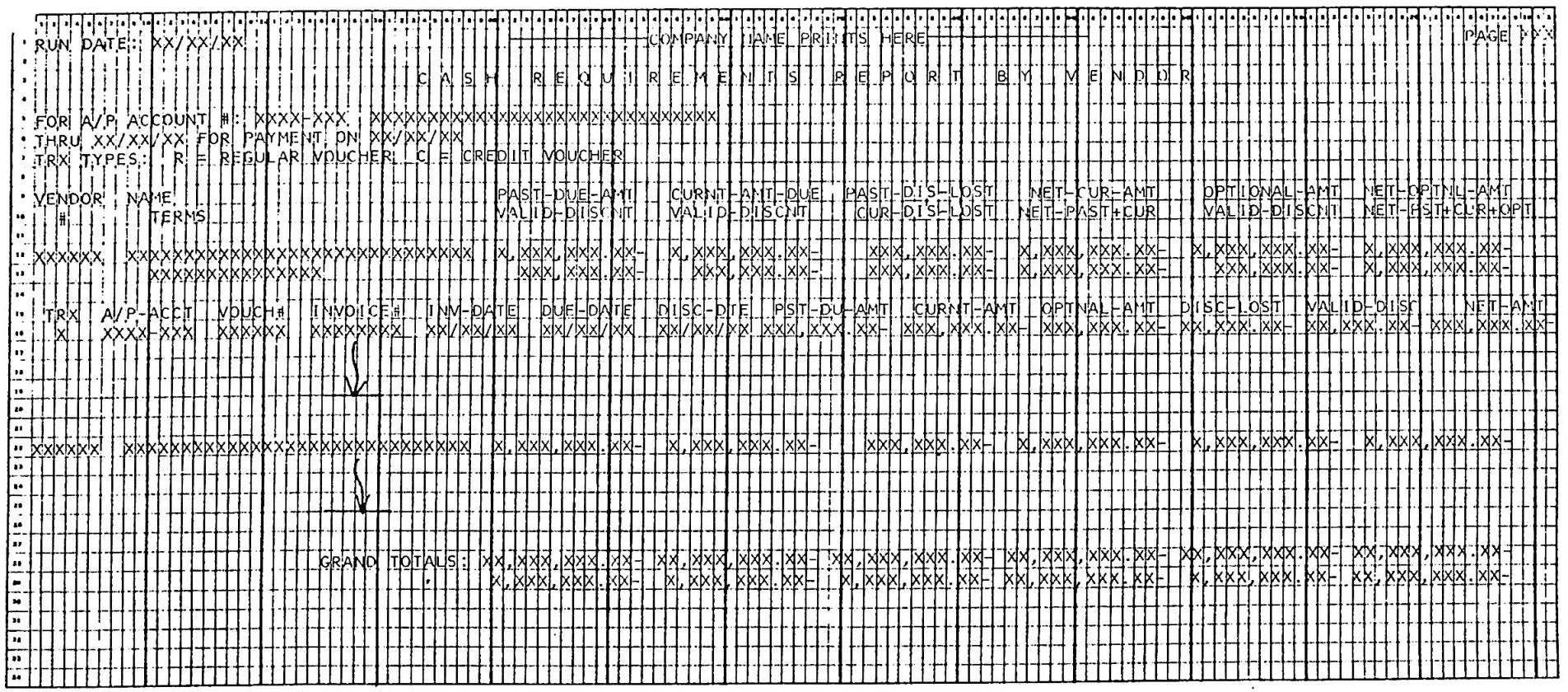

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Cash Requirements Report By Vendor**



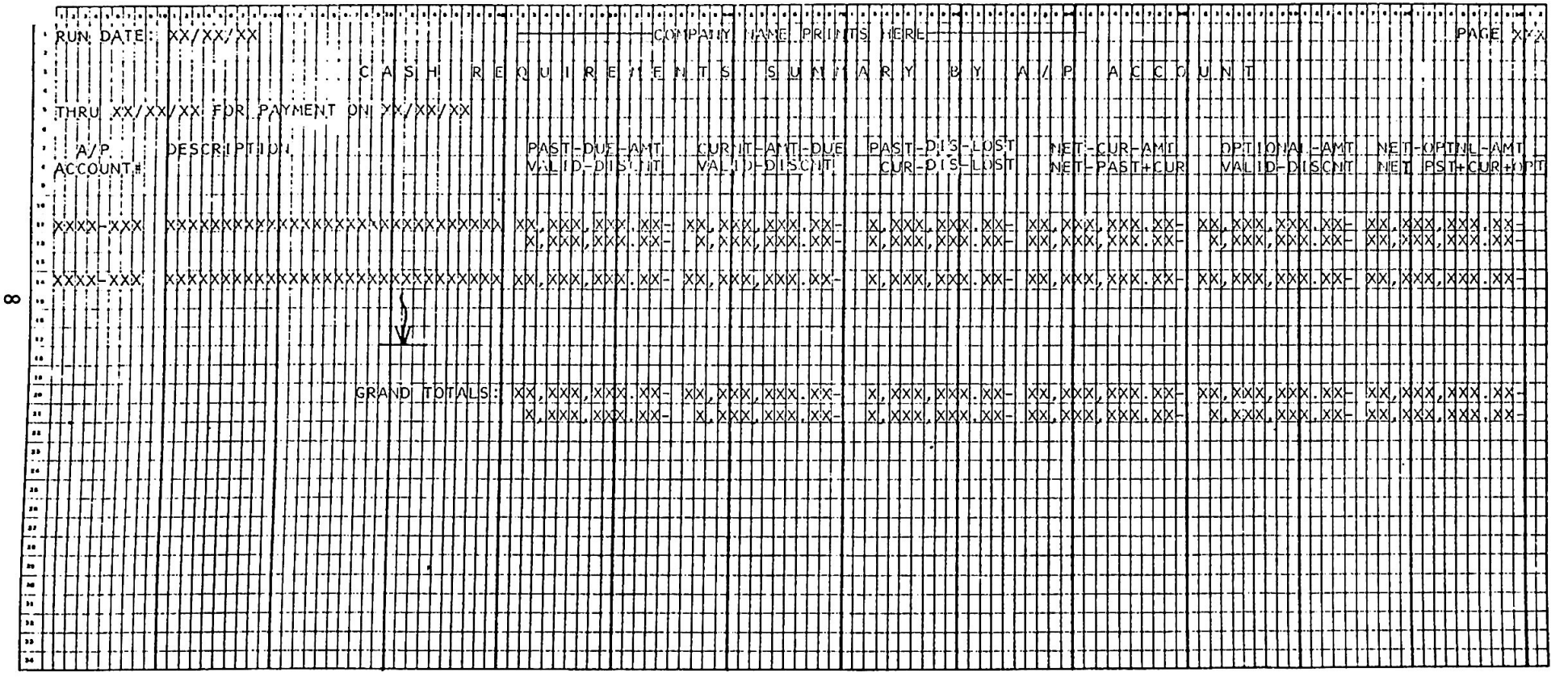

**REMARKS** ACCOUNT # LEGEND ONLY PRINTS IF USER HAS MORE THAN ONE A/P ACCOUNT. IF MORE THAN ONE A/P ACCOUNT AND "ALL" IS SELECTED, LEGEND READS "FOR ALL A/P ACCOUNTS". IF A PARTIAL PAYMENT HAS BEEN ENTERED, BUT NOT YET PAID, PRINT THE PARTIAL AMOUNT AND DISCOUNT INSTEAD OF THE INVOICE AMOUNT AND DISCOUNT. SKIP PERMANENTLY DEFERRED VOUCHERS AND IF VENDOR = HOLD PAYMENT.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Cash Requirements Report By A/P Account**



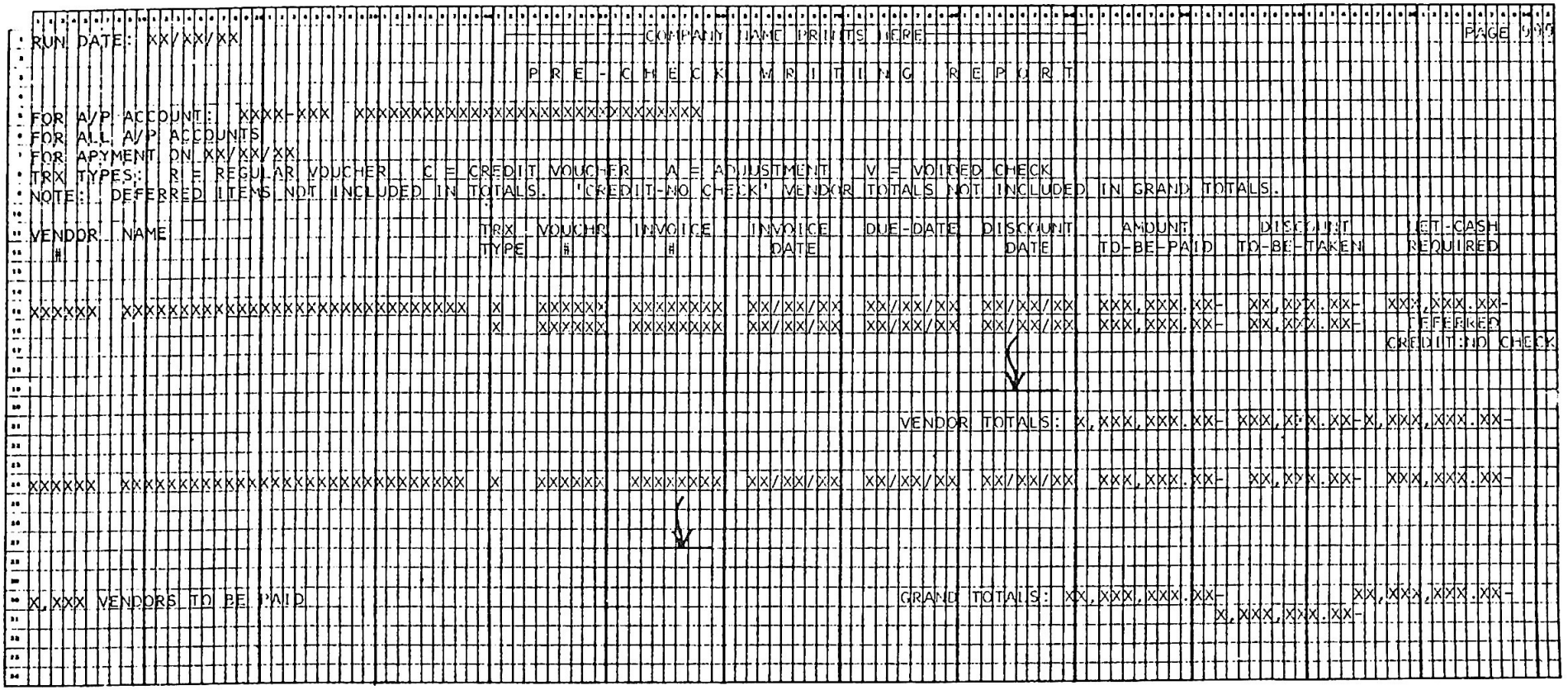

REMARKS IF A PARTIAL PAYMENT HAS BEEN ENTERED BUT NOT YET PAID, USE THE PARTIAL AMOUNT AND DISCOUNT INSTEAD OF THE INVOICE AMOUNT AND DISCOUNT.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Pre-Check Writing Report**



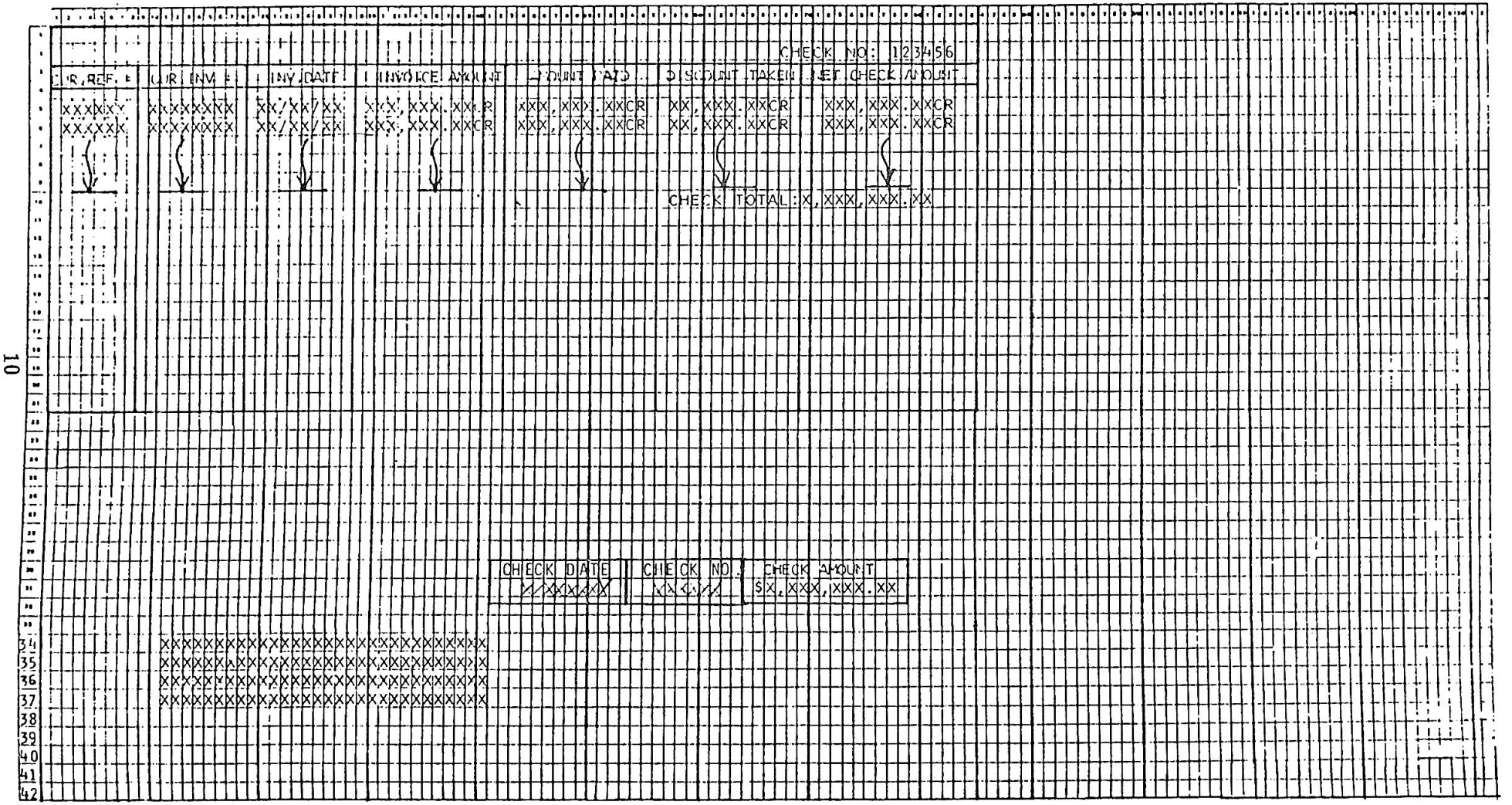

REMARKS: * IF USER HAS MULTIPLE A/P ACCOUNTS, EITHER LINE 7 OR 8 APPEARS ON LINE 5 IN FRONT OF LEGEND LINES. IF DEFERRED ITEMS ARE TO BE SHOWN, PRINT "DEFERRED" ACROSS NET-CASH-REQUIRED FOR ALL DEFERRED ITEMS (TEMPORARY AND PERMANENT).

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**A/P Check**



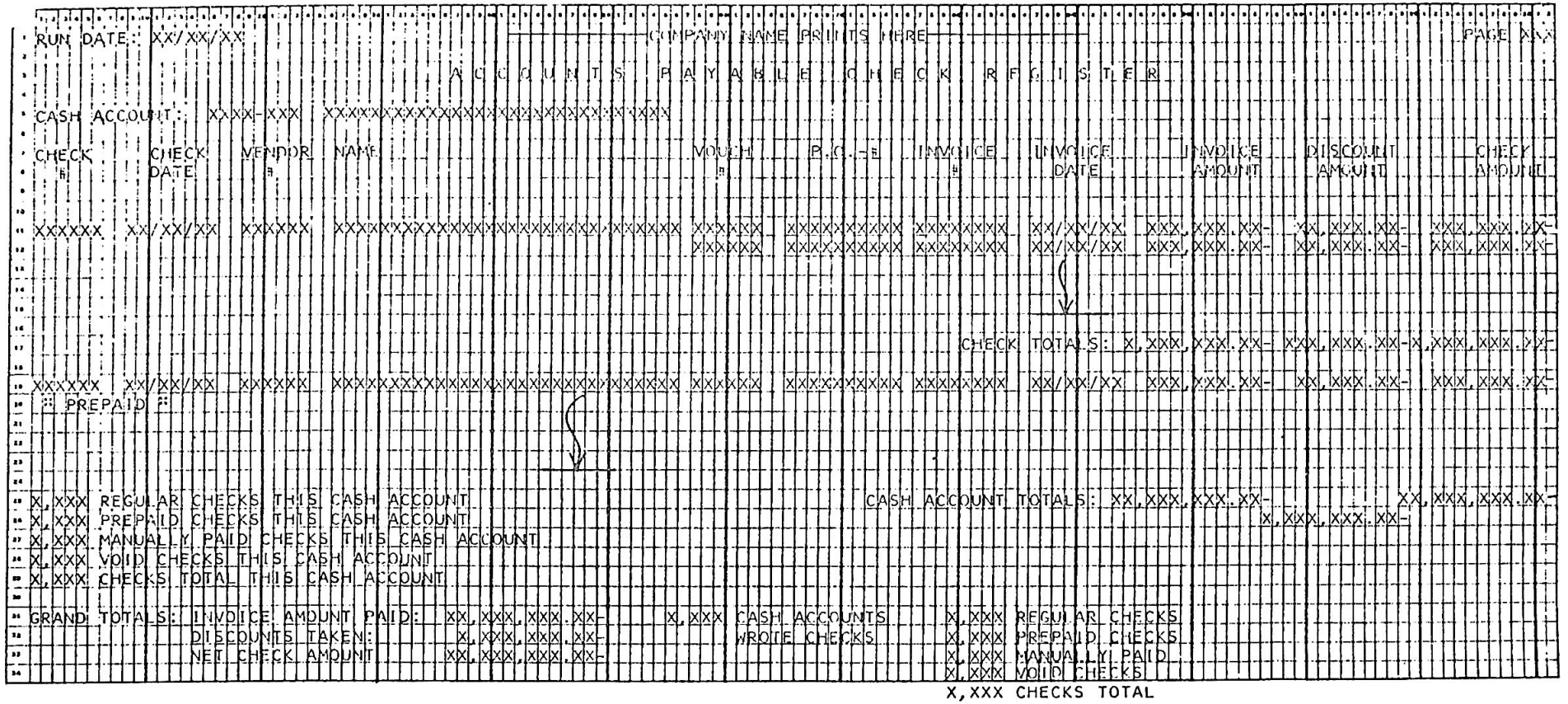

REMARKS SKIP VENDORS SET = HOLD. PRINT VOUCHERS WITH SELECTION STATUS = 1 AND PRINT STATUS = Ø.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Accounts Payable Check Register**




**REMARKS**

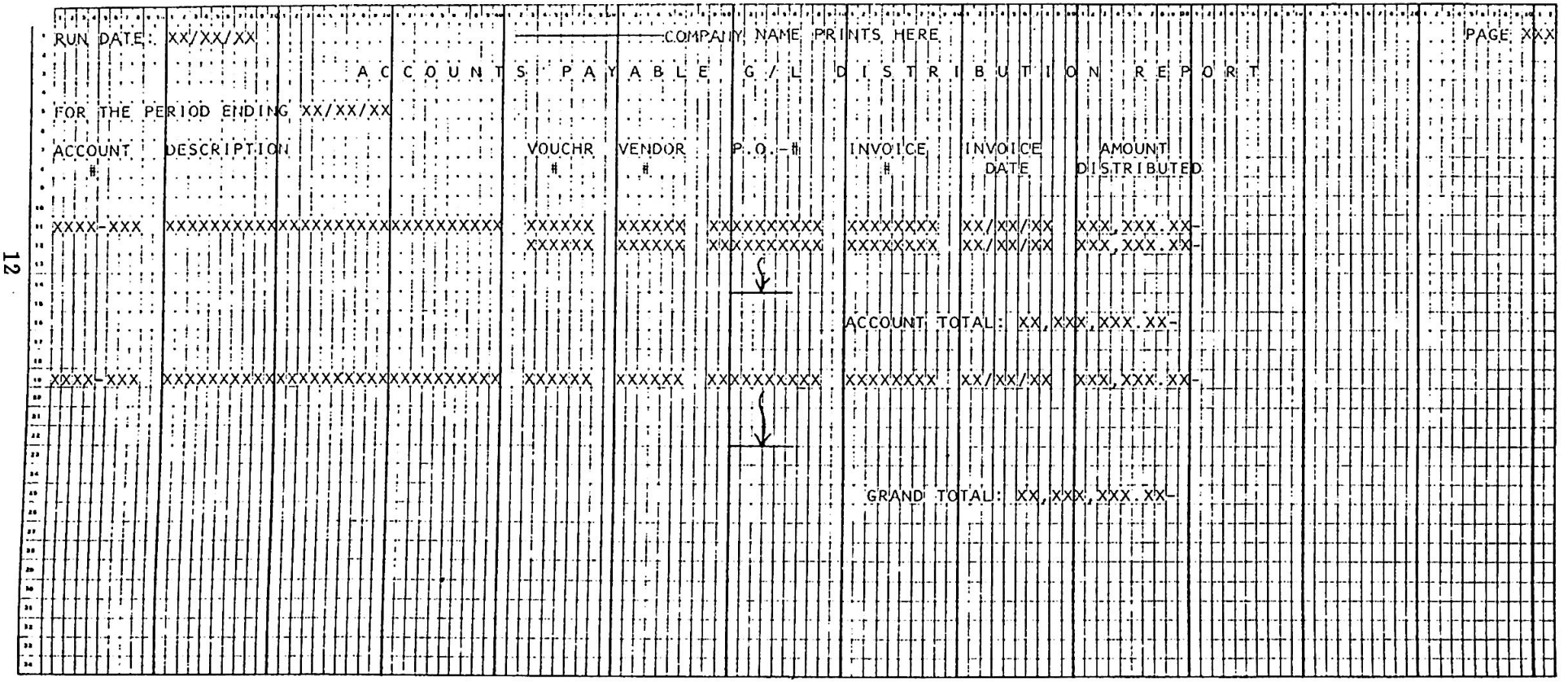
SKIP TO NEW PAGE FOR EACH NEW CASH ACCOUNT. ON PREPAID CHECKS, PRINT ":: PREPAID ::" IN COLUMNS 2-12 ON LINE BELOW CHECK #. GRAND TOTALS GO ON SEPARATE PAGE. IF USER HAS ONLY ONE CASH ACCOUNT, DON'T PRINT "CASH ACCOUNT" LEGEND OR GRAND TOTALS. PRINT ALL ITEMS NOT YET PRINTED WITH SELECTION STATUS = 1,4,5 OR 7 & SET 1 & 7 TO 6. SET PRINT STATUS = 1.
UPDATE PARTIAL PAYMENT/DISCOUNT FIELDS FOR PARTIAL PAYMENTS AND CLEAR PARTIAL PAYMENTS AND DISCOUNTS.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**A/P G/L Distribution Report**



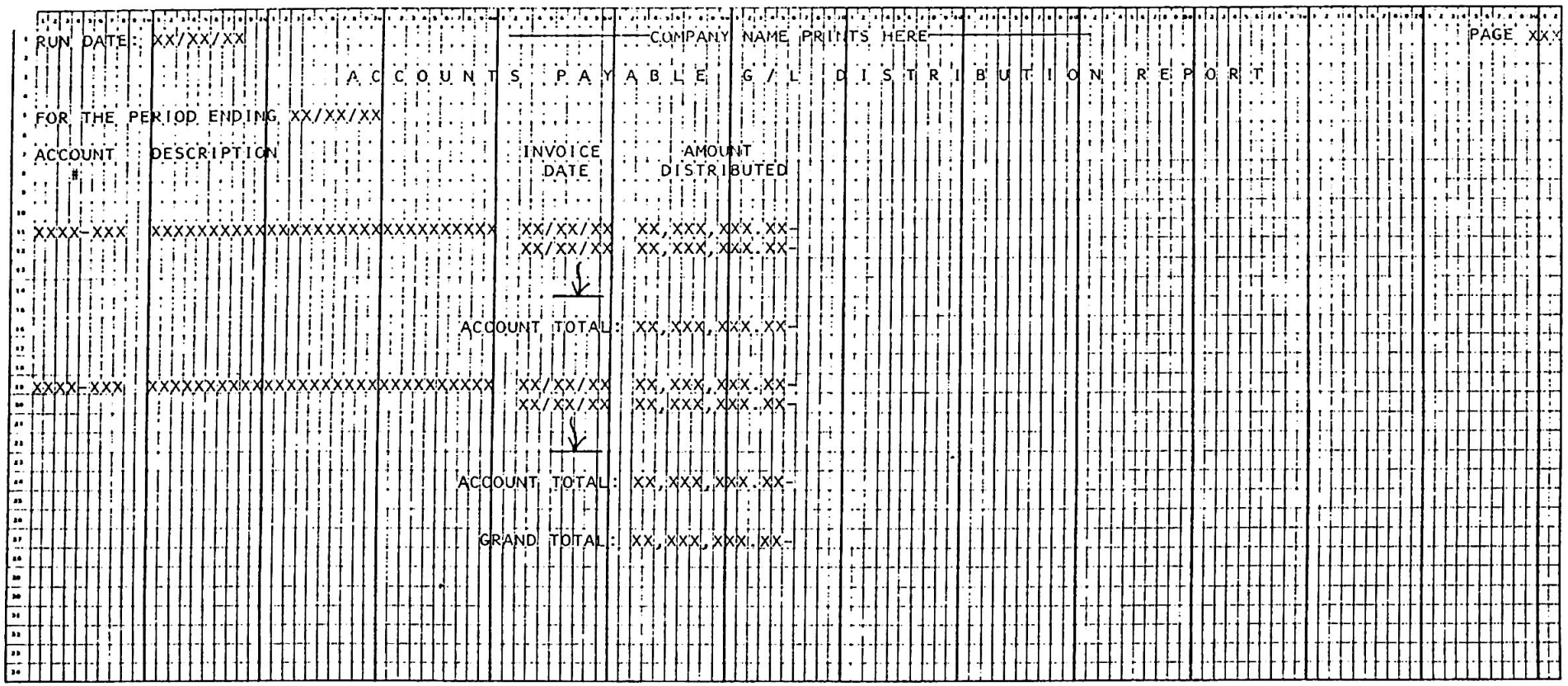

REMARKS DETAIL FORMAT (OPTIONAL)

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**A/P G/L Distribution Report**



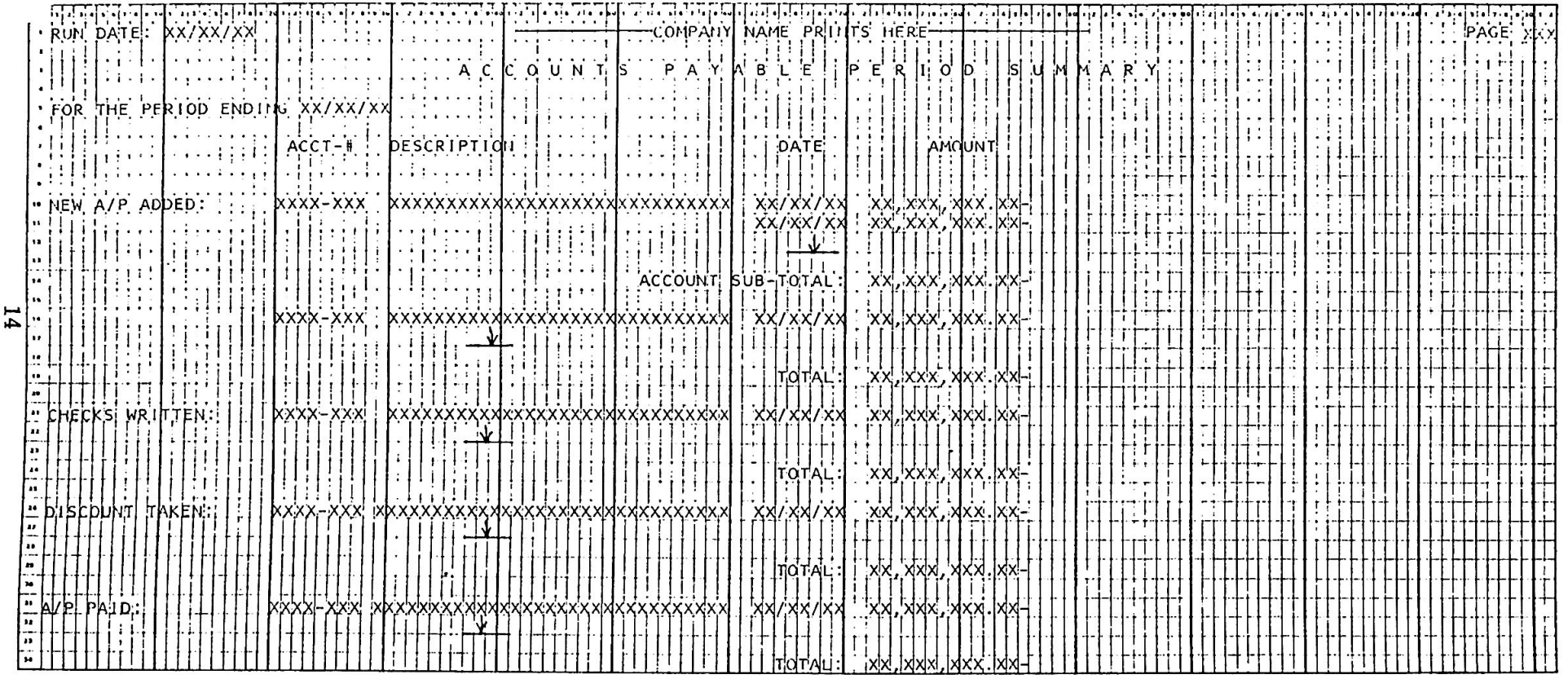

REMARKS TITLE, LEGEND AND CONTROL TOTALS PRINT IN SAME FORMAT AS RPTAP12. ALWAYS PRINT THIS FORMAT.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Accounts Payable Period Summary**



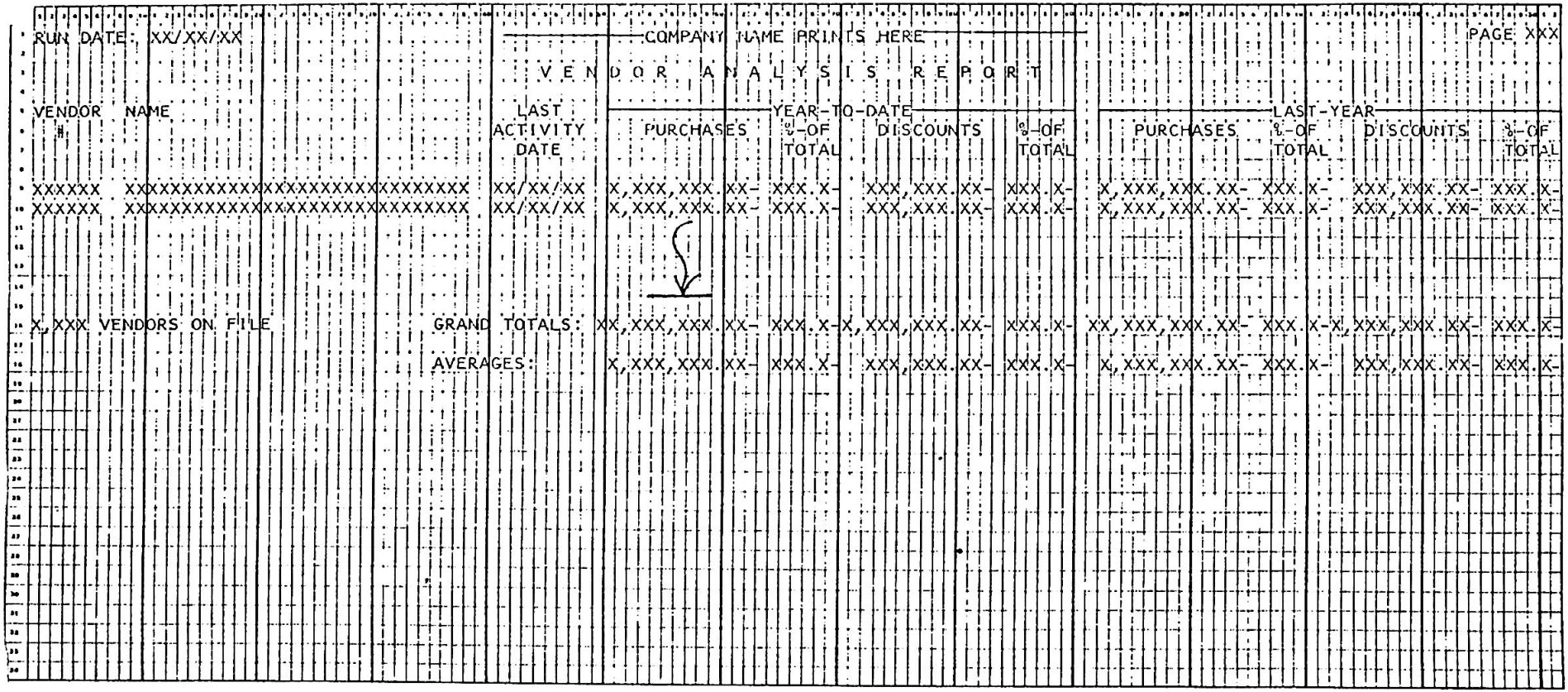

REMARKS PRINT SUB-TOTALS FOR EACH ACCOUNT IF MORE THAN ONE AMOUNT PRINTED. ALWAYS PRINT THIS REPORT.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Vendor Analysis Report**



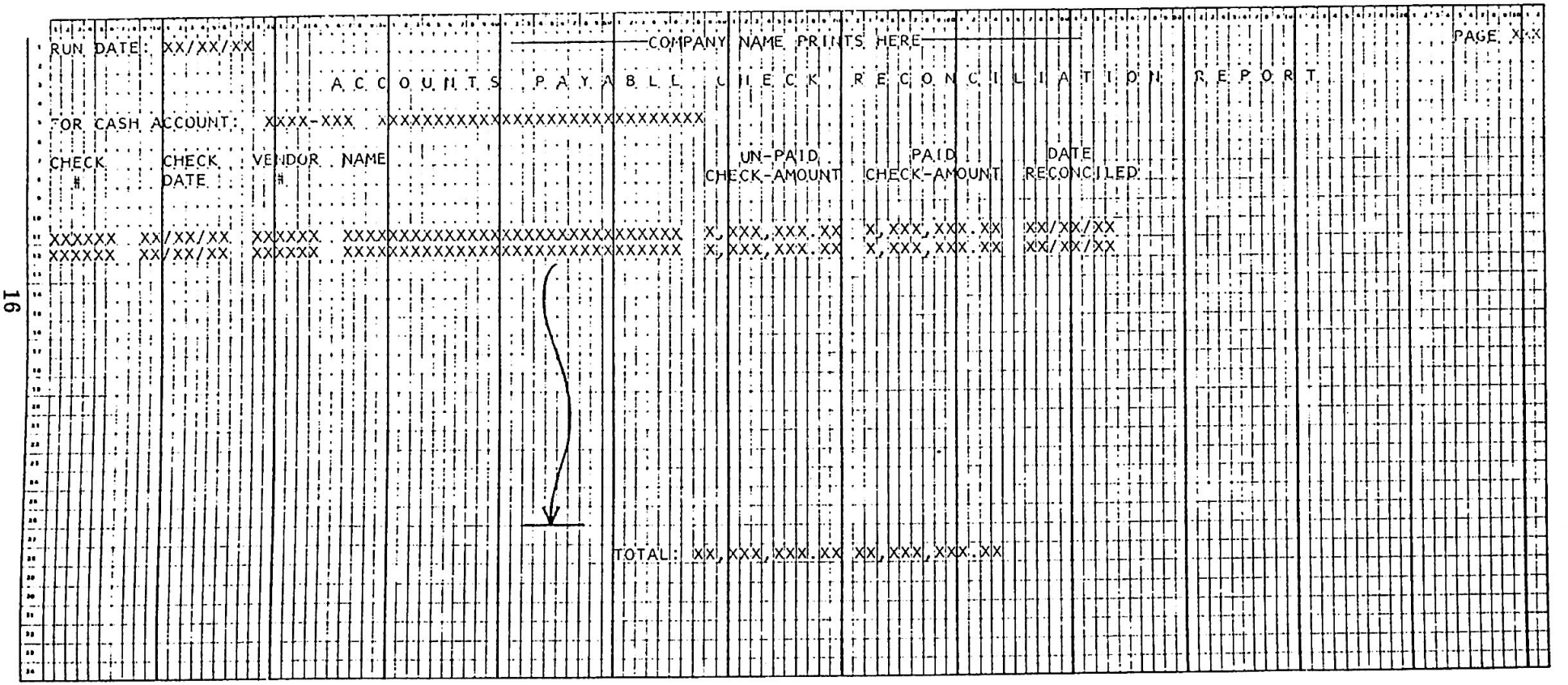

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**A/P Check Reconciliation Report**



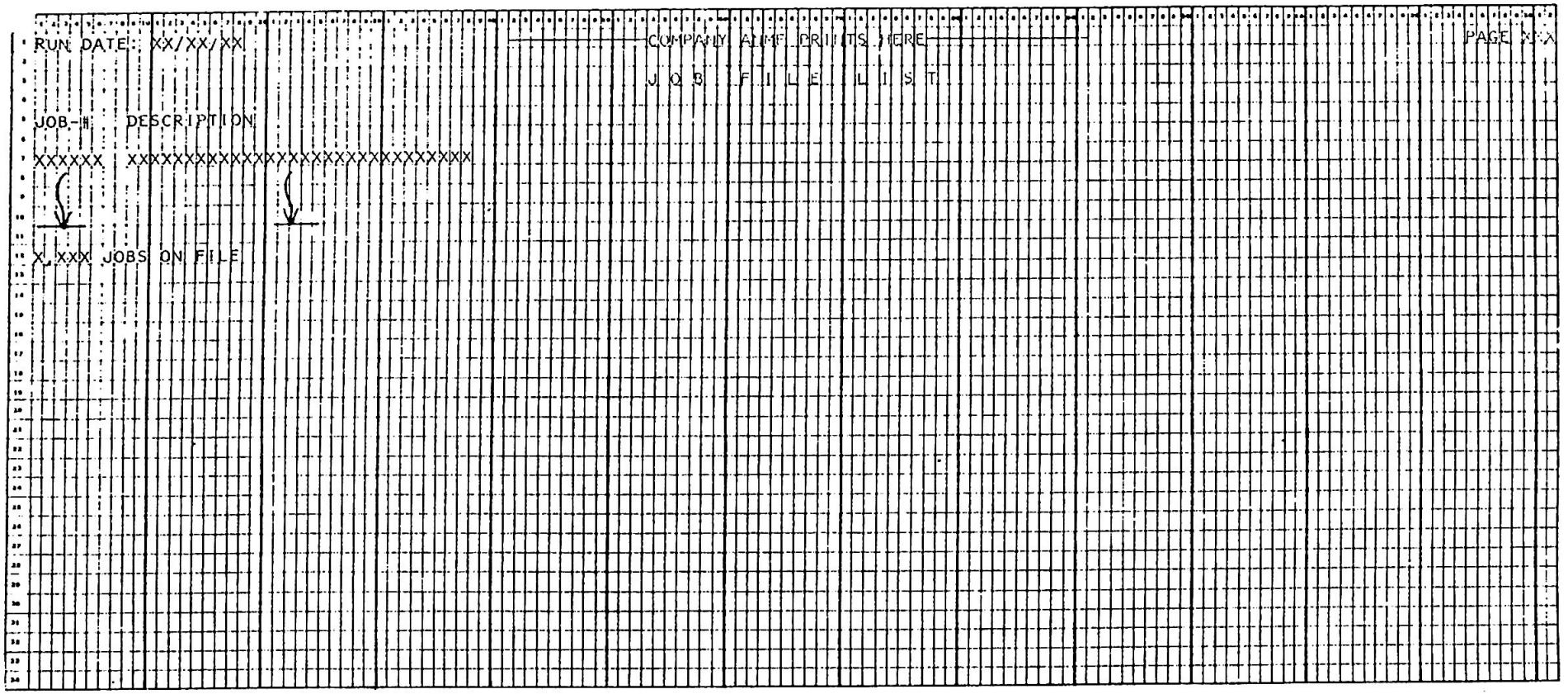

REMARKS THE LEGEND DOES NOT PRINT IF THE USER HAS ONLY ONE CASH ACCOUNT. IF RECONCILED CHECKS ARE NOT PRINTED, NO HEADING OR ITEM DETAIL IS PRINTED IN COLUMNS 73-96.

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Job File List**



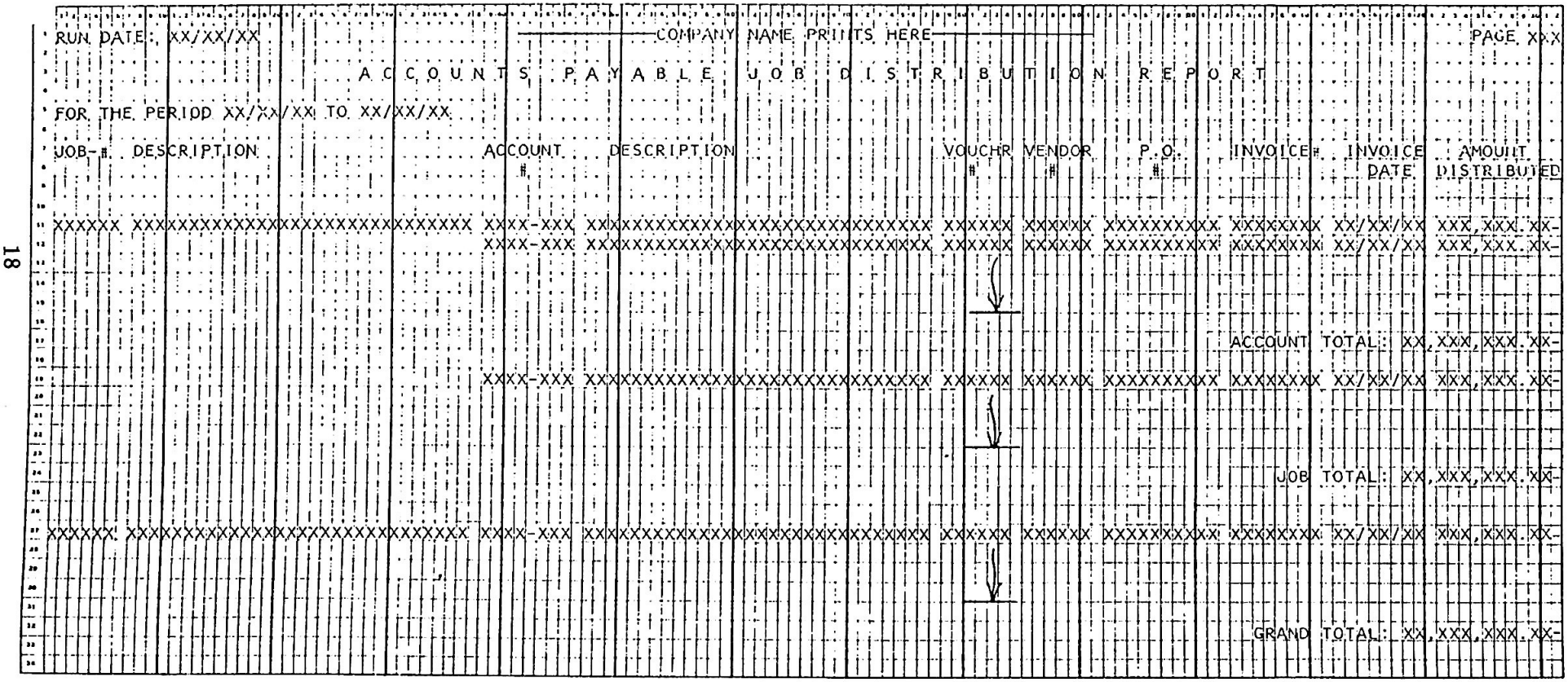

REMARKS _____

# REPORT FORMAT

## A / P

**D-BASIC**
**Release: 001**
**Date: 2/2/79**

**Job Distribution Report**




REMARKS _____